



Lewiston-Altura Public Schools ISD #857 - Job Description

Job Title: **HEAD OF BUILDINGS AND GROUNDS**
Department/Section: Custodial, Support
State Job Match: 271
Title of Immediate Supervisor: Superintendent

JOB SUMMARY – This position provides general supervision to all custodial personnel and performs specific custodial duties in the building to which assigned. There are some general practices and duties common to the entire custodial staff. In general this position provides students and staff with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and develop.

Each building and site is to be maintained in as presentable a state of repair and cleanliness as possible, both inside and outside. While the Head of Buildings and Grounds is generally responsible for the conditions of the buildings and sites it is important that the Building Custodians are able to determine what needs to be done at the site with as little direction as possible. Open communications between and among the custodial staff and Administration will help this process and provide a positive image for the individual schools and the district as a whole.

The first thing people see when they enter a district are the grounds around the building and the floors when they enter the building. Uniforms are provided to help maintain a positive image for the schools. The shirts should always be worn when on duty while school is in session.

Task No. And Description

1. Manages the overall maintenance of the school buildings, grounds and equipment in a safe, neat and clean fashion.
2. Directs, evaluates, and provides work direction and training to building custodian to ensure a safe and clean environment.
3. Maintains work schedules for custodial staff and summer cleaning schedules,
4. Requisitions custodial and operations supplies.
5. Assists with annual budget process for maintenance, operations and capital expenditures budgets. Participates in bidding process for all building remodeling and/or repair projects.
6. Operates, repairs, and maintains heating, lighting, ventilating or other control systems, including boilers and water treatment equipment.
7. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
8. Shovels and/or sand sidewalks as needed.
9. Maintains backstops, and equipment in the highest state of repair.
10. Performs regular maintenance on equipment used to maintain the sites.
11. Mows grass and trims shrubs and trees as needed.

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12. Removes snow from all parking lots.
13. Applies appropriate chemicals to grounds to ensure a quality lawn.
14. Maintains athletic fields by proper cultivating, leveling, and markings.
15. Maintains all fences, backstops, and equipment in the highest state of repair.
16. Performs regular maintenance on all equipment used to maintain the sites.
17. Performs the general custodial duties when necessary.
18. Makes miscellaneous deliveries (mail, food, etc.)
19. Makes building repairs, when possible, or hires contractors to complete repairs.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks, which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: Demonstrated aptitude or competency for assigned responsibilities. Good Health. First Class Engineer – Group C Boiler License. Knowledge or experience in grounds maintenance. Self-starter. Physical requirements: Reasonable good health, ability to lift up to 75 pounds regularly.

Estimated length of time required for new entrant to achieve acceptable level of proficiency: One year.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the Superintendent for District wide activities and to the Building Principals for building related activities, coordinates some work of other custodial staff, and coordinates facility uses with administrative, support and teaching staff.

WORKING CONDITIONS: Occasional extreme temperatures, noise, exposure to hazardous substances. On call 24 hours per day.

TERMS/CONDITIONS OF EMPLOYMENT: 260-day at-will employment. Hours to be determined by Superintendent. Salary and benefits determined by LA School Board.

PERFORMANCE REVIEW: Annual performance review by the Superintendent consistent with District policy.

Updated January 2014