

Red Wing Public Schools Position Description

Director of Buildings and Grounds

General Information

Department:	District Administration and Support
Unit:	District Directors
Immediate Supervisor:	Superintendent
Grade Placement:	21
FLSA Status:	Exempt

Position Summary

The Director of Building and Grounds is responsible for overseeing, planning, scheduling, coordinating and supervising the operations and department staff ensuring the proper use of personnel, materials, supplies and funds; inspecting the work of various agencies ensuring compliance with department standards; overseeing the preparation and maintenance of files and records; and related work as apparent or assigned.

Essential Duties and Responsibilities

1.	<p>Manages and supervises all district building and grounds personnel directly or through designed lead positions to assure facilities and grounds are safe, energy efficient and comfortable.</p> <ul style="list-style-type: none">a) Determines work priorities, plans and assignments and functions within positions of Buildings and Grounds.b) Recruits; screens, interviews and selects department personnel.c) Initiates all personnel actions for department personnel including evaluation, transfer, promotion, demotion, discipline and dismissal decisions of department staff.d) Oversees staff development activities and training sessions.e) Secures seasonal staff.f) Develops department operational policies and procedures.g) Conducts regular meetings with staff; participates in administrative and staff meetings.h) Reviews payroll reports; coordinates vacation schedules for department.
2.	<p>Plans, develops, recommends and implements a 10-year capital improvement plan for all District facilities. Collaborates and works with the District's management team with respect to budgetary concerns/issues, facility priorities, and adoption of the 10-year plan by the School Board. Plans programs and strategies for accomplishing department goals; plans preventative maintenance strategies; plans, prioritizes, assigns and performs major repair projects.</p>

3.	<p>Oversees the fiscal operations and administration of the department budget.</p> <ul style="list-style-type: none"> a) Develops department budget; determines work priorities, staffing requirements and expenses; prepares budget recommendations. b) Purchases supplies and equipment; approves invoices for payment, prepares bid specifications and quotations; control supply inventory.
4.	<p>Plans, prioritizes and monitors and oversees the operations of department functions and activities associated with the structural, mechanical and physical maintenance and repair of school facilities.</p> <ul style="list-style-type: none"> a) Monitors department operations and procedures of the department to ensure compliance with various local, state or federal regulations, mandates, ordinances, standards or guidelines pertaining to facility operations. b) Collaborates and works closely with building administrators, and other district administrators concerning facility maintenance needs and issues pertaining to the facility and grounds operations. c) Oversees and monitors all agreements and contracted services involved in the renovation, repair, and/or maintenance of facilities to ensure the quality of work, performance of project specifications, and approval of completed work. d) Issues work orders and assignments for all maintenance personnel. e) Meets with building and district administrators and participates in the development of recommendations for capital outlay projects. a) Plans or assists with plans for new construction and land development; serves as liaison with architects and contractors for construction projects; monitors construction workers. b) Establishes requirements for each building; inspects buildings and grounds; supervises building security; responds to police reports of vandalism. c) Coordinates snow plowing, parking lot maintenance, grounds servicing, etc.
5.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training: 2 years of college

Degree Information: Associate's Degree

Major Field of Study or Degree Emphasis: Facility management, business administration, vocational trades or related area

Required Work Experience: Minimum of 3 years of facility management and/or buildings and grounds maintenance management

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Chief boiler license
- HVAC certification
- IAQ certification
- AFE or MASMS or comparable facility management certification

Essential Knowledge Required to Perform the Essential Functions of the Position

- Operation of building management systems. HVAC systems, and maintenance of electrical and mechanical systems/equipment.
- Principles, concepts and best practices pertaining to facility management.
- Fundamentals of supervision and management.
- Fundamentals, concepts and processes of planning, developing, and overseeing the contracting out major renovation and new construction projects.
- District administrative policies and procedures (i.e. purchasing, human resource, budget, accounting, records and data retention requirements)
- Custodial equipment, techniques and supplies
- Federal and state building, health and safety codes and regulations.
- Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.

Essential Skills Required to Perform the Work

- Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators.
- Delegating, supervising, training, evaluating and planning work assignments and priorities for department staff.
- Formulating strategic plans for facilities and grounds and their implementation.
- Administering contracts.
- Planning, implementing and monitoring various departmental projects, programs, renovations and new construction.
- Applying procurement techniques, e.g., bid work, preparing project specifications, pricing and ordering.
- Planning, developing, recommending and monitoring approved department budget(s).
- Planning, overseeing and developing preventive maintenance plans, schedules and procedures.
- Planning, prioritizing, and organizing tasks and functions.
- Working independently with minimal supervision.
- Training and developing staff. Presentational skills.
- Interpreting building, health and safety rules, regulations and codes.
- Resolving conflicts.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Light Work: Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

This classification is primarily administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are significantly limited as compared to staff being directed. This classification is required to occasionally work in and around construction sites, high pressure vessels, may be exposed to air borne contaminants, irregular and unpredictable hours depending upon weather conditions, building needs, etc.

Classification History and Approval

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