

## **Director of Buildings and Grounds**

**Reports to:** Director of Business and Finance

**Supervises:** Custodians, grounds personnel, bus drivers and outside vendors

**Purpose/Overview:** The Director of Buildings and Grounds is responsible for directing the school plant services, overseeing the areas of facility maintenance and renovations, ground equipment maintenance, custodial services, transportation, construction and special projects.

### **Success in this Role:**

- Ability to communicate, motivate, direct and train people.
- Hardworking self-starter that enjoys working on multiple tasks and projects with multiple people
- Ability to both plan and manage while involved in the details of operations.
- Trustworthy, loyal, patient, courteous and confidential in all interactions.
- Enjoys strategic planning relating to facilities maintenance, renovations and additions.

### **Responsibilities:**

- Manage the maintenance and custodial programs to ensure the excellent condition of the school.
- Protect, maintain and enhance the facilities and related assets of the school in a safe, effective and efficient manner.
- Supervise, coordinate, evaluate, assist in hiring and train custodial, maintenance, grounds and bus employees.
- Coordinate and schedule routine, preventative maintenance and summer projects in coordination with school events and rentals.
- Provide operational support to administrators and faculty to accommodate and facilitate their programmatic needs and accommodate the ongoing activities and events.
- Work closely with Director of Business and Finance to develop operating and capital budgets for facilities and control costs in the operations and maintenance of the Facilities.
- Act as a resource providing information on all areas of the physical plan, bringing technical expertise, advice and experience in building and grounds management, planned maintenance, energy management and maximizing the use of the facilities.
- Oversee the work of all outside vendors and contractors to ensure compliance with contractual agreements, quality of work and budgetary restrictions.
- Create and oversee on-going equipment and vehicle replacement and building maintenance program in coordination with the Director of Business and Finance.
- Evaluate and recommend outside contractors. Develop professional and positive relationships with contractors and monitor their performance as serve as liaison between vendors and the school.

- Manage large scale renovations and projects throughout the building and property through the utilization of contractors, employees and volunteers.
- Ensure school and employee compliance with required environmental, health, safety and maintenance standards as required by law including scheduling required inspections by outside authorities.

**Duties and Tasks:**

- Establish schedule to proactively maintain campus, prevent deferred maintenance, and avert operational disruptions. Design and implement a program of preventative maintenance.
- Coordinate the set up and tear down of food service program, chapel and school events and activities.
- Develop and manage schedules and duties of custodial, grounds keeping and maintenance crews to maximize efficiency and effectiveness by coordinating their abilities and skills with the needs of the school.
- Establish and adjust work procedures to meet schedules and submit approved time cards to business office weekly.
- Interpret school policies to workers and enforce safety regulations.
- Instruct and evaluate custodial employees in cleaning and sanitizing methods and make sure custodians and grounds personnel have all supplies needed and that equipment is clean and operational.
- Maintain irrigation systems and manage lawn care and appearance of school grounds.
- Advise administrators on maintenance and repair problems current or projected. Suggest changes in working conditions and use of equipment to increase efficiency of work crew.
- Oversee purchases of building equipment for school buildings and make recommendations for purchase of necessary equipment and supplies.
- Arrange for bids and develop specifications for all outside contractual work as required by financial policies.
- Review and approve all expenditures related to facilities and grounds.
- Purchase and manage inventory of equipment and supplies for maintenance, grounds, security custodial and transportation areas in a fiscally responsible manner.
- Regularly inspect all areas of grounds, facilities and vehicles to ensure that they are safe, clean, organized and well maintained.
- Maintain and monitor security systems including cameras and in the case of incidents be ready to respond accordingly.
- Ensure bus driver employees have proper certification to operate school bus and adhere to the appropriate requirements for their certification to remain in good standing.
- On-call in the event of nonbusiness hours' incidents at the building such as following up on the security company's calls, evaluating effects of power outages and similar events.
- Perform repairs, maintenance, cleaning and grounds keeping tasks as appropriate or needed.
- Complete injury and accident reports as necessary.

- Manage computerized control of work orders via the ticket system and oversee quality control and timely and cost-effective execution of these work orders on the ticket system.
- Respond and troubleshoot daily emergencies and tasks as needed. Assist staff in resolving problems.
- Actively participate in the safety and emergency operations of the school including planning and drills.

**Professional Qualifications:**

- Relevant experience involving plant maintenance and supervisory duties with an associate's degree or equivalent
- Proven leadership and organizational skills
- Have valid driver's license with CDL Group A endorsement or ability to receive endorsement.
- Ability to walk, stand, maintain balance, climb ladders, crouch, lift up to 50 pounds, bend, stoop and reach above shoulder level either inside or outside in environmental conditions.
- Ability to deal with moderate levels of stress related to time constraints and hazards of the job.
- Information technology literacy.