



KEENEYVILLE ESD 20 JOB DESCRIPTION

JOB TITLE: Director of Buildings and Grounds

LOCATION: District Office

Primary Objective:

The Director of Buildings and Grounds is responsible for

- Overseeing the day-to-day operations of custodial, grounds, and building maintenance of school district facilities to help ensure a modern and safe environment for students and staff.
- Working with the Assistant Superintendent of Finance and Operations in developing short- and long-range planning for district projects and renovation.

Minimum Qualifications:

- Knowledge of building systems (HVAC, electrical, plumbing, roofing, fire alarms, carpentry, etc.), custodial practices, grounds care, and building security.
- Understanding of school safety standards, regulatory compliance, and environmental health requirements.
- Experience with Building Management Automation Systems and HVAC controls.
- Ability to operate various types of equipment and machinery.
- Management experience in a physically demanding environment.
- Ability to analyze problems, develop action plans, and implement solutions.
- Ability to work cooperatively with various levels of staff, using proactive communication.
- Self-starter who can work independently and use good judgment.

Preferred Qualifications:

- Minimum of five years of successful experience in school district facilities maintenance or related field.
- Strong leadership, organizational, and managerial skills with the ability to handle multiple priorities.
- Valid Illinois driver's license (or state equivalent) required.
- Certified Facility Manager (CFM), Educational Facilities Professional (EFP), or similar credential preferred.

Accountable to:

- Assistant Superintendent of Finance and Operations

Major Areas of Accountability*:

1. Oversee the management of school facilities and grounds.
2. Responsible for the upkeep and repair of buildings and property.
3. Recommend needed maintenance projects, including time and material estimates.
4. Supervise maintenance workers and day custodial staff; make recommendations concerning employment, advancement and termination of these workers; evaluate such persons annually.
5. Schedule cleaning, maintenance and renovation projects during breaks and over the summer.
6. Review and recommend purchases of equipment, parts, and supplies needed for department within administrative guidelines.



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7. Assemble prices and material safety data sheets (where appropriate), review specifications and recommend suppliers for needed equipment and supplies.
8. Meet regularly with Director of Finance & Operations and support team to review and prioritize projects.
9. Allocate building and grounds services on a district-wide basis in an equitable manner.
10. Supervise inventory system for district equipment.
11. Coordinate area of concern regarding use of facilities with parties involved.
12. Assist with projects as needed as time permits.
13. Respond to fire alarm calls.
14. Serve as a liaison between custodial and maintenance staff and between all district schools.
15. Oversee the maintenance of clean, comfortable and safe environments for students and staff.
16. Oversee the daily inspection of all facilities prior to the start of the school day to ensure proper operation of all heating and ventilation controls and electrical systems.
17. Inspect vehicles related to transportation.
18. Keep abreast of road conditions and make recommendations to superintendent when transportation needs indicate school closing should be considered.
19. Responsible for obtaining competitive prices and arranging delivery of purchases as needed.
20. Assist with snow removal tasks in the winter season.
21. Be on call for responding to emergencies regardless of the time of occurrence.
22. Assumes the responsibility for the implementation of other tasks assigned by the Director of Operations.

*All areas of accountability considered essential functions of the job.

Working Conditions and Physical Demands:

- Physical demands include standing, walking, climbing, bending, carrying, pushing-pulling, reaching, and lifting.
- Must be able to occasionally lift, move, or push items of 50 lbs.
- Working conditions may include warm weather and cold weather temperature extremes.

TERMS OF EMPLOYMENT:

- FLSA Status: Full-Time, Exempt, 12 months
- Salary Range: \$80,000 - \$90,000 (commensurate with experience and qualifications)
- IMRF Pension Plan
- Benefits include Health, Dental, Vision, and Life Insurance with district contributions
- 20 vacation days, 13 sick days, 5 personal days per 260 day calendar year (July 1 to June 30)
- Year-round, full-time administrative position.