

MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201

JOB DESCRIPTION

Job Title: **Assistant Director of Buildings and Grounds**

Reports To: **Director of Building & Grounds
or designee**

Pay Schedule/Range: **\$55,000 - \$65,000 based on experience
Bi-weekly over 26 pays**

FLSA Status: **Exempt**

Prepared/Revised Date: **October 2025**

Work Year: **261 Days**

SUMMARY: The Assistant Director of Buildings and Grounds / District Maintenance and Property Services Assistant supports the Director in ensuring all district facilities and grounds are safe, clean, and operating efficiently to provide an optimal learning environment. This position coordinates maintenance, custodial, and repair operations; assists in project oversight; enforces safety and compliance standards; and supports long-range planning for facility improvements and maintenance programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary.*

Job Tasks Descriptions	
Operations and Maintenance	
<input type="checkbox"/>	Inspect all district buildings regularly for maintenance and safety needs.
<input type="checkbox"/>	Schedule and prioritize maintenance, repair, and custodial tasks.
<input type="checkbox"/>	Assist with overseeing HVAC systems, boilers, pressurized vessels, and fire safety equipment.
<input type="checkbox"/>	Coordinate and supervise repair work, preventive maintenance, and facility projects.
<input type="checkbox"/>	Ensure facilities meet district standards for efficiency, safety, and quality.
<input type="checkbox"/>	Assist with snow removal, deliveries, and other operational needs.
Custodial and Staff Supervision	
<input type="checkbox"/>	Supervise custodial and maintenance staff, providing training and feedback.
<input type="checkbox"/>	Assist with developing and communicating custodial schedules and work standards.
<input type="checkbox"/>	Address employee performance issues, enforce district policies, and recommend corrective actions.
<input type="checkbox"/>	Assist with hiring, onboarding, and evaluation of staff.
Project and Vendor Oversight	
<input type="checkbox"/>	Assist with the management of outside contractors, ensuring contract compliance before final payment.
<input type="checkbox"/>	Assist with construction and renovation projects, ensuring adherence to district standards.
<input type="checkbox"/>	Review supply and equipment requests, recommend purchases, and monitor inventory.
Safety and Compliance	
<input type="checkbox"/>	Ensure compliance with OSHA, EPA, and local building regulations.
<input type="checkbox"/>	Maintain accurate inspection and maintenance records.
<input type="checkbox"/>	Monitor asbestos management, fire safety, and other regulatory programs.
<input type="checkbox"/>	Lead and document training on proper maintenance and equipment use.
Administrative and Support Duties	
<input type="checkbox"/>	Maintain and submit periodic reports on maintenance activities and expenses.
<input type="checkbox"/>	Support coordination of facility use requests and special projects.

<input type="checkbox"/> Respond to emergencies and after-hours facility concerns (on-call availability). <input type="checkbox"/> Support inclusive teamwork and a positive work environment.
Other duties as assigned <input type="checkbox"/> Support district operations or address emerging needs as directed by the Superintendent, designee, or Director of Buildings and Grounds

EDUCATION AND RELATED WORK EXPERIENCE:

- ☐ High school diploma or equivalent (associate or bachelor's degree in a related field preferred but not required)
- ☐ Minimum of two years experience in construction, maintenance, or facilities management
- ☐ Knowledge of HVAC, plumbing, electrical, and building systems
- ☐ Experience with equipment maintenance and project supervision

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- ☐ Valid driver's license
- ☐ Criminal background check required for hire; employment contingent on appropriate results.
- ☐ Certification of good health signed by a licensed physician
- ☐ OSHA or related safety certifications preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- ☐ Effective communication skills (Verbal and written)
- ☐ Ability to read labels and appropriate written directions, including basic operating instructions
- ☐ Ability to solve problems independently or work cooperatively in a team
- ☐ Ability to be resourceful and proactive when issues arise
- ☐ Multitasking and time management skills, with the ability to prioritize tasks
- ☐ Ability and aptitude to successfully complete assigned tasks
- ☐ Professional attitude and appearance
- ☐ Customer service attitude

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to:	POSITION TITLE	
	Director of Buildings and Grounds	

Direct Reports:	POSITION TITLE	# of Employees
	Custodian/Maintenance	Approx. 50

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.