

Brookwood School District 167

Glenwood, Illinois

Educational Support Personnel -- Administrative

POSITION: Assistant Director of Building and Grounds

QUALIFICATIONS:

- **Education:**
Bachelor's degree in Facilities Management, Engineering, Construction Management, or a related field is preferred. Equivalent experience in facilities or maintenance management will also be considered.
- **Experience:**
 - 5+ years of experience in facilities management, building maintenance, or groundskeeping, with 2+ years in a supervisory or leadership role.
 - Experience in budget management, project coordination, and contractor oversight
- **Skills and Competencies:**
 - Strong leadership and team management skills.
 - Strong knowledge of building systems (HVAC, electrical, plumbing) and grounds maintenance, safety and environmental regulations (OSHA, EPA, etc.).
 - Proficient in project management
 - Excellent communication, problem-solving, and organizational skills.
- **Certifications (Preferred):**
 - Facilities Management Professional (FMP) or Certified Facility Manager (CFM) certification
 - OSHA or related safety certifications

REPORTS TO: Director of Building and Grounds, Business Manager, Superintendent

SUPERVISES: All school custodial personnel

JOB FUNCTION: To ensure that our facilities are maintained at the highest standards, support the efficient operation of our school buildings, increase performance accountability/supervision of custodians, and enhance the overall safety and well-being of our students and staff.

PERFORMANCE RESPONSIBILITIES:

- **Facility Maintenance and Operations:**
 - Assist in managing the day-to-day operations of buildings and grounds, ensuring all systems (HVAC, electrical, plumbing, etc.) are properly maintained.
 - Oversee routine inspections of facilities to identify and address maintenance issues and safety concerns.

- Assisting with the daily management and maintenance of district buildings and grounds.
- Ability to lift up to 50 lbs. and perform physically demanding tasks.
- Coordinating with maintenance staff and vendors to address repair and maintenance needs.
- Provide direct custodial service as a substitute for absent custodial staff
- Assist in the development and implementation of preventative maintenance programs.
- Supervise and support maintenance staff, custodians, landscapers, and other facility personnel.
- Maintaining records of maintenance activities, inspections, and repairs.
- Increase performance accountability/supervision of custodians.
- Drive the district vehicle and/or vans as directed assisting with operations and school activities.
- **Project Management:**
 - Coordinate with contractors and vendors for repairs, renovations, and new construction projects.
 - Assist in planning and executing large-scale facility projects, ensuring they are completed on time and within budget.
 - Monitor project progress and report on key milestones to the Director.
- **Grounds Management:**
 - Perform and/or oversee landscaping, snow removal, and general upkeep of the organization's grounds to maintain a clean, safe, and aesthetically pleasing environment.
 - Coordinate the application of pest control, irrigation, and other grounds-related services.
- **Safety and Compliance:**
 - Complete all mandated trainings
 - Ensure that all building and grounds activities comply with safety regulations, including OSHA standards, fire codes, and environmental regulations.
 - Implement and oversee workplace safety programs, including employee training and emergency preparedness.
 - Acting as a point of contact for emergency situations related to facilities.
 - Coordinating rapid response and resolution of urgent issues.
- **Budgeting and Financial Oversight:**
 - Assist in developing and managing the department's budget, tracking expenses, and forecasting future facility needs.
 - Review quotes and contracts for services and repairs, ensuring cost-effectiveness and quality.
- **Inventory and Equipment Management:**
 - Oversee the maintenance and organization of tools, equipment, and materials, ensuring they are in good working condition.
 - Manage inventory and order supplies as needed.
 - Manage and distribute equipment and supplies as they are received at District Office and properly deliver to appropriate school sites.

- Coordinate, organize and maintain all storage areas in the district including the dock room, garages, and sheds.
- **Staff Leadership and Development:**
 - Provide supervision, training, and development opportunities for maintenance and custodial staff.
 - Assist in performance reviews, remediation support plans, onboarding and training new staff, interviewing candidates for potential employment
- **Operational Oversight:**
 - Assisting with the daily management and maintenance of district buildings and grounds.
 - Provide assistance, supervision, and oversight for night/weekend activities, building rentals, community events.
 - Coordinating with maintenance staff and vendors to address repair and maintenance needs.
- **Administrative Duties:**
 - Maintaining records of maintenance activities, custodial checklists, inspections, and repairs.
 - Increase performance accountability/supervision of custodians
 - Managing budgets for maintenance and repair work.
 - 24-hour, on-call availability for emergency situations, alarm system alerts, or urgent repairs.
 - Follow the weekly schedule as provided by the Director of Building and Grounds, Business Manager, and/or Superintendent
 - All procedures will be conducted in accordance with OSHA Standards
 - Other duties and responsibilities may be assigned by the Director of Building and Grounds, Business Manager, and/or Superintendent

TERMS OF EMPLOYMENT: Twelve-month year/full time/salary, fringe benefits to be established by the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Educational Support Personnel