



CANTON BOARD OF EDUCATION

TITLE: Superintendent of Building and Grounds **CLASS:** Exempt

DEPARTMENT: Board of Education **DATE:** October 21, 2025

POSITION DESCRIPTION

The Superintendent of Buildings and Grounds is responsible for the planning, organization, and supervision of all Board of Education (BOE) facilities and grounds operations. This includes repairs, preventative maintenance, custodial services, energy conservation, sustainability initiatives, long-term facilities planning, budgeting, and oversight of capital projects for all school buildings and related utility systems. The Superintendent of Buildings and grounds provides direction and supervision for all BOE maintenance and grounds personnel, coordinating schedules and work assignments while administering personnel policies and procedures, including staff training, professional development, and evaluations. The Superintendent of Buildings and Grounds also oversees the technical review of bid documents, contracts, and building plans to ensure compliance with district standards and objectives.

SUPERVISION RECEIVED

Works under the direction of the Business Manager and will receive input and guidance from School and District Administration. This is a professional position that requires an individual to work with independence and limited supervision.

SUPERVISION EXERCISED

The Superintendent of Building and Grounds directly supervises the BOE Facilities Manager and indirectly all BOE maintenance and custodial staff.

ESSENTIAL JOB FUNCTIONS AND REQUIREMENTS (EXAMPLES)

- Supervises, directs, assigns and evaluates the daily work of assigned staff; trains employees in work procedures, standards and safety practices; interviews and recommends selection of job applicants; conducts informal counseling on work issues; prepares documentation and improvement plans for deficiencies and recommends performance recognition and disciplinary action.
- Understands principles and practices of facility maintenance including plumbing, electrical, carpentry, HVAC, interior partitioning and finishing; grounds work including landscape maintenance irrigation, fertilization, pest control and tree trimming.

- Develops and manages a planned maintenance program of replacement and renovation for the interior and exterior of all school facilities, including the use of work order/operations management software. Coordinates preparation of facility budgets; monitors expenditures, analyzes staffing and expenditures, reviews requests for additional services, prepares contract specifications, negotiates and administers service and construction agreements for maintenance and alteration of facilities and services.
- Fulfills all State and Federal reporting requirements for all Board of Education buildings.
- Provides technical input on capital projects to support development of strategic capital plans for the Board of Education.
- Assures compliance with established safety regulations and precautions by all BOE maintenance and custodial staff.
- Develops departmental policies and procedures to ensure safe, efficient and cost effective operations.
- Manages all administrative and business functions necessary to support daily operations, capital planning and construction functions of BOE. including project planning and design, development of bid specifications, construction management, communication and coordination with all stakeholders and oversight through the project life-cycle.
- Serves as a liaison for various BOE committees.
- Attends meetings after normal work hours as required.
- Assists in the application for and administration of State and Federal grants.
- Performs additional tasks and duties as necessary and/or requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of the principles, procedures and practices of facility and grounds maintenance.
- Considerable ability to read and interpret building plans and blueprints.
- Ability to communicate effectively in a professional, non-confrontational manner with the general public, elected and appointed officials, regulatory agencies and other municipal staff.
- Knowledge of laws and regulations related to building management, including but not limited to building, fire and life safety codes and OSHA regulations.
- Ability to develop clear, concise and comprehensive technical reports, correspondence and/or other written materials.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to initiate, organize and follow through on comprehensive programs and projects.
- Ability to communicate effectively both orally and in writing.
- Ability to prepare administrative reports in a clear, logical manner.
- Proficient with word processing, presentation, spreadsheet and e-mail software.
- Knowledge and ability to analyze problems.
- Ability to exercise sound, expert independent judgment within general policy guidelines.
- Ability to act calmly and effectively in emergency situations.

REQUIRED DEMANDS AND WORK ENVIRONMENT

The physical demands described here 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually quiet to moderate.

The employee:

- Must be able to concentrate on fine details with some interruptions.
- Must have the ability to focus on tasks and functions for more than 60 minutes at a time.
- Must have the ability to understand and relate to specific ideas, generally several at a time and to understand and relate to theories behind several related concepts.
- Will be required to provide his/ her own transportation.
- Must occasionally lift and/or move up to 25 pounds.

Experience and Training

An Associate's degree in Facilities Management, Landscape Architect or a related field and at least four (4) years of increasingly responsible experience in management of public and/or private infrastructure. An equivalent combination of education and experience may be substituted for the minimum qualifications contained herein.

LICENSE OR CERTIFICATE

- Must be able to operate a motor vehicle and possess a valid driver's license

This 12-month position has a full benefits package and a salary range of \$85,000-\$105,000 depending on qualifications and experience.

Open Until filled.

Canton Public Schools is an equal opportunity employer.