



## ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

<b>Position Number:</b>	<b>Job Type:</b> Classified / Full-time / Regular	
<b>Position Title:</b> District Director of Facilities and Grounds	<b>FLSA Status:</b> Salary / Exempt	
<b>School/Department:</b> All Schools	<b>FTE:</b> 1.0	<b>No. of Pays:</b> 26
<b>Reports To:</b> Superintendent of Schools through the lane of the Chief Operations Officer		

**POSITION SUMMARY:** Director of facilities and grounds. Reports to the Superintendent via the lane of the Chief Operations Officer.

**Job Objective:** Directs the delivery of corporation-wide maintenance services. Provides technical expertise and skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

**Minimum Qualifications:** Bachelor's degree required. Post-secondary training/experience in a trade is desirable.

- Meets all mandated health requirements.
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Commitment to keep current with workplace innovations that enhance personal productivity.
- Strong organizational planning and management skills.
- Ability to monitor and manage compliance with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability use blueprints/schematic diagrams.
- Skill/experience in maintenance/repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
- Valid driver's license. Meets all prerequisite and ongoing qualifications to be covered by the corporation's insurance carrier.

**Essential Functions:** The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Directs the delivery and continuous improvement of maintenance and custodial services.
- Participates as an active member of the management team. Upholds board policies and follows administrative guidelines/procedures.
- Promotes the corporation's mission, philosophy, and vision. Builds internal/external partnerships that support corporation goals and enhance student learning.
- Advances the corporation's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns.
- Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the corporation's continuous improvement plan.
- Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
- Administers the board-approved budget for assigned areas of responsibility. Manages cost-control programs. Prepares requested revenue/expense projections. Develops short/long-range program recommendations. Prepares competitive bid specifications. Approves invoices for payment.
- Evaluates operational performance to ensure that maintenance services are effective. Shares knowledge about advances in operational procedures and equipment technology.
- Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.

- Participates in staff selection and orientation processes. Ensures the equitable distribution of workloads. Provides for coverage during staff absences.
- Promotes professionalism. Assigns and supervises work crews. Trains staff in procedures to effectively accomplish assigned duties. Helps assigned staff meet established schedules.
- Implements locally developed personnel appraisal standards.
- Oversees the periodic evaluation of corporation buildings, grounds, and equipment. Implements preventive maintenance programs. Consults with staff to ensure that maintenance and custodial programs are effective. Responds to stakeholder questions/concerns. Prepares work orders.
- Administers air quality and asbestos management programs. Attends training courses. Develops abatement programs as needed.
- Performs and/or commissions with business office and/or superintendent consult the regular inspections of HVAC equipment/systems, bleachers, playgrounds, and other infrastructure. Maintains required records/logs.
- Oversees the preparation of boilers for annual inspections and summer shutdown.
- Manages construction/renovation projects. Monitors contractors/vendors performance. Inspects completed work. Ensures compliance with building codes and accessibility standards.
- Coordinates with business services as needed on insurance claims related to property damage/theft.
- Supervises collection, verification, and recording of program information as directed.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Oversees the routine care of the corporation's landscaped areas and athletic fields.
- Updates snow emergency plans. Manages snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Coordinates preparation and clean-up activities for corporation events.
- Assists other staff as needed to deal with unexpected or urgent situations.
- Monitors compliance with fire, health, and safety rules/regulations. Keeps prepared for inspections.
- Assists with the evaluation and revision of emergency preparedness/crisis management plans.
- Assists with practice drills (e.g., fire, weather, security, etc.).
- Takes appropriate action to protect corporation property. Ensures that assigned buildings and job sites are secured at the end of the day. Responds to emergencies as needed.
- Maintains building utilization records. Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other concerns.
- Takes precautions to ensure safety. Watches for conduct and situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Manages the accurate and timely completion of paperwork, reports, records, and inventories.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance corporation goals.
- Strives to develop rapport and serves as a positive role model for others.
- Helps students understand and embrace ethical conduct and democratic values.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities Required:** The following personal characteristics and skills are important for the successful performance of assigned duties.

- Acknowledges personal accountability for decisions and conduct.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Averts problem situations and intervenes to resolve conflicts.
- Effectively uses active listening, observation, reading, verbal, nonverbal, and writing skills.
- Interprets information accurately and initiates effective responses.
- Maintains an acceptable attendance record and is punctual.
- Skillfully manages individual, group, and organizational interactions.

**Supervisory Responsibility:** Supervises and evaluates assigned staff under the direction of the Superintendent and COO. Assumes responsibility for the results of duties delegated to staff.

**Working Conditions:** To promote safety, employees are expected to exercise caution and comply with safety regulations and corporation policies/procedures when involved in the following situations/conditions.

- Balancing, bending, climbing, crouching, kneeling, reaching, and/or standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors. Exposure to wet and/or slippery surfaces.
- Exposure to blood-borne pathogens and communicable diseases.
- Interactions with aggressive, disruptive, and/or unruly individuals.
- Lifting, carrying, and moving work-related supplies/equipment.
- Operating and/or riding in a vehicle.
- Traveling to meetings and work assignments.
- Working at various heights, in confined spaces, and/or in variable/diminished lighting.
- Working in proximity to moving mechanical parts.

**Performance Evaluation:** Job performance is evaluated according to policy provisions and contractual agreements adopted by the Zionsville Community Schools. The Zionsville Community Schools is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.**TYPICAL PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ALTERNATIVE MINIMUM QUALIFICATIONS:**

**ACKNOWLEDGEMENT:**

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Representative's Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_