

JOB DESCRIPTION

JOB TITLE/ASSIGNMENT

<u>JOB TITLE:</u>	Director of Facilities and Grounds
<u>REPORTS TO:</u>	Superintendent or Designee
<u>EDUCATION &</u>	Minimum Bachelor's Degree in engineering or related field or equivalent level or experience/certifications. Any combination of education/experience will be considered.
<u>EXPERIENCE/SKILLS:</u>	Minimum 5 years experience in building operations, maintenance, and construction management. Possess working knowledge of HVAC, electrical and plumbing systems. Knowledge in site development, site surveys, needs assessments, public bid processes, state regulations, and budgeting a must. Proficient with computerized systems, including but not limited to, Skyward, School Dude, etc. Must possess excellent written and verbal communication and presentation skills.
<u>WORK YEAR:</u>	12 month, Full Time

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS:

1. Organize, coordinate and direct activities related to the maintenance, grounds, custodial operations and facilities of all district buildings.
2. Oversees, hires, manages, supervises and evaluates all maintenance and grounds staff.
3. Oversees contractual services related to custodial services.
4. Represent District 95 as needed to local governing authorities and community groups as needed.
5. Oversee district construction projects.
6. Serve as the District's liaison for all construction projects. As liaison, the Director is expected to be knowledgeable about each construction project and to be responsible for general oversight of all work performed by contractors and trades people.
7. Manage the budget for the Operations and Maintenance Fund including overseeing purchasing and approving purchase orders.
8. Develop bid specifications for building modifications, supplies, and equipment purchases.
9. Prepare and present reports and presentations related to various facility items to Board of Education and Superintendent.
10. Conduct ongoing site surveys, statistics, cost analysis, and needs assessments to assist the District in decision making for future building needs.
11. Develop and implement short and long-range plans and programs related to facility maintenance.
12. Assure compliance with health and safety regulations related to equipment operation, toxic waste, indoor air quality and asbestos management as needed.
13. Oversee, direct and communicate the District environmental testing including the Indoor Air Quality program, water testing, asbestos and radon.

14. Act as a district representative with architects, construction management team and other consultants on construction projects.
15. Oversee security systems, fire alarm systems and energy conservation.
16. Serves as district primary point of contact for building, grounds and other facility related emergencies 24 hours a day, including district snow and ice removal plan. Coordinates appropriate response alongside the Superintendent.
17. Performs other duties as assigned.

PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, climbing and lifting). Exposure to noise and activity of a school/various environmental settings. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

TERMS OF EMPLOYMENT

Newly hired Administrators will be placed on the Administrator Salary Schedule based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE _____

DATE _____

PRINTED NAME _____