



Maywood-Melrose Park-Broadview  
School District 89

## **Director of Buildings and Grounds**

### **THIS JOB DESCRIPTION IS A GUIDELINE AND IS NOT INCLUSIVE OF ALL DUTIES AND RESPONSIBILITIES**

#### **Position Summary:**

The Procurement and Inventory Manager is responsible for leading districtwide procurement, inventory control, and supply chain operations while providing oversight and coordination of custodial supply management and related operational resources. This position ensures efficient purchasing practices, cost control, inventory accuracy, and timely distribution of materials and equipment needed to support safe, clean, and well-maintained school facilities. The role collaborates closely with custodial leadership, school administrators, and district departments to maintain operational efficiency, regulatory compliance, and high service standards across all buildings. The manager also oversees vendor relationships, purchasing processes, custodial equipment and supply inventories, and ensures that custodial teams are equipped to maintain healthy and welcoming learning environments for students and staff.

#### **Qualifications:**

- Bachelor's degree from an accredited four-year college or university required.
- Knowledge of, or ability to learn, Illinois public school procurement laws and regulations.
- Strong computer skills with demonstrated proficiency in Microsoft Excel and other business software.
- Strong organizational, analytical, and communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Valid Illinois driver's license.

#### **Reports to:**

Chief School Business Official (CSBO)

#### **Terms of Employment and Salary:**

12-month position; \$110,000-\$115,000

#### **Supervises:**

Custodial/Maintenance Assistant Manager.

#### **Essential Duties and Responsibilities:**

*(Duties may include, but are not limited to, the following)*

##### *Procurement & Legal Compliance*

- Administer purchasing activities in compliance with 105 ILCS 5 (Illinois School Code), the Illinois Procurement Code, Board policy, and district procedures.
- Ensure appropriate use of competitive bidding, quotations, and cooperative purchasing programs.
- Obtain and document required quotes and bids to ensure best value and legal compliance.



- Assist the CSBO with bid specifications, requests for proposals, contract recommendations, and Board agenda materials.
- Maintain accurate procurement records for audit, legal, and public inspection purposes.
- Assists with preparation of bid specifications, quotes, and purchasing documentation in compliance with Board policy, Illinois procurement law, and audit requirements.

#### *Vendor Management*

- Establish and maintain effective working relationships with vendors and service providers.
- Work with vendors on pricing, service expectations, and delivery schedules.
- Monitor vendor performance and recommend improvements or changes when appropriate.
- Maintain familiarity with district-approved vendors and cooperative purchasing agreements.

#### *Inventory Control*

- Maintain accurate inventory records for district supplies, materials, and equipment.
- Track receipt, storage, distribution, and usage of purchased items.
- Monitor inventory levels and initiate reordering of supplies as needed.
- Conduct periodic inventory audits and reconcile discrepancies.
- Implement inventory controls to reduce waste, loss, and unnecessary expenditures.
- Ordering supplies, materials, tools, and equipment.
- Vendor pricing, quotes, and documentation.
- Budget awareness related to purchasing.
- Maintains accurate inventory records for custodial, maintenance, and operational supplies across all district facilities.
- Coordinates with the Custodial Manager to ensure adequate supply levels and timely replenishment.

#### *Financial & Operational Support*

- Use Microsoft Excel and district systems to track purchasing data, inventory usage, and pricing trends.
- Prepare purchasing and inventory reports as requested by the CSBO.
- Support district budget monitoring related to supplies and operational materials.
- Work collaboratively with the Custodial Manager and other departments to ensure timely availability of supplies.
- Supports the CSBO in annual budget preparation by providing inventory usage data, purchasing forecasts, and cost analyses.

#### *Equipment and Asset Management/Contract Coordination*

- Maintain district maintenance equipment and vehicles
- Monitor facility infrastructure including HVAC, plumbing, electrical, and mechanical systems.
- Track and plan for replacement of aging equipment and facilities components.
- Coordinate facility improvement projects and renovations.
- Supervise contractors performing maintenance or construction work.
- Ensure contracted work meets district standards and timelines.



### *Communication and Service*

- Collaborate with school administrators and district departments on facility needs.
- Maintain clear communication regarding maintenance timelines and project updates.

### *Physical Demands / Work Environment*

- Ability to perform minor physical activity, including lifting, carrying, and moving supplies.
- Ability to travel between district buildings and vendor locations.
- Work is primarily performed in an office environment with periodic visits to storage and operational areas.

### **Essential Functions:**

- Ability to lead and manage multiple personnel and tasks;
- Ability to speak in a clear and concise manner;
- Ability to prioritize and delegate;
- Ability to organize and maintain efficiency;
- Ability to work Independently and effectively;
- Ability to meet daily attendance requirements

### **Evaluation:**

Performance of this position will be evaluated by the Chief School Business Official or Designee Board's policy on "Evaluation of Professional Personnel."