

Wrightstown Community School District
Director of Building and Grounds
(Job Description)

Job Objectives

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- To insure the building and grounds be maintained to a condition of operating excellence
- To work with other administrators, building and grounds staff, teachers and the community for the best interest of the district buildings and grounds
- Plan, direct, supervise and assist in carrying out all facilities, maintenance, repair and custodial operations
- To maintain a close relationship with the District Administrator to assure that the program and policies of the Board of Education are carried out in an efficient and uniform manner

Performance Responsibilities

- Leadership
 - Participate as a member of the district's administrative team
 - Ensure that all safety and health standards and codes as required by local, state, or federal law for public buildings and grounds are met, maintained and proper records kept in pursuit of meeting safety and health standards and codes. Keep the district apprised of new or emerging safety, health or environmental issues, standards or codes
 - Ensure compliance with all operations and maintenance School Board policies and administrative procedures ~~and collective bargaining agreements~~
 - Attend and participate in informational and technical training workshops, courses, and seminars as they relate to safe and healthy facilities
- Supervision, Planning and Inspection
 - Assume responsibility for supervising the upkeep of school facilities and grounds on a daily basis and establish special maintenance, repair and custodial projects.
 - Inspect all school facilities, facilities components, grounds, and building and grounds equipment on a regular basis, using an evaluative written checklist to determine that high standards of maintenance, repair, cleanliness, safety and security are maintained
 - Maintain written records of such inspections and corrective actions taken
 - Assist in the supervision and inspection of all facilities construction, renovation and/or repair projects performed by outside contractors or vendors
 - Keep principals informed of problems in their respective areas of supervision
 - Support the safety and security of District facilities, planning and maintaining emergency response systems for after school and weekend incidents
- Human Resource Management
 - Conduct screening, interviews, orientation, oversee training and evaluation of all district building and grounds staff
 - Plan and conduct in-service training and staff meetings for building and grounds personnel
 - Assist all building and grounds personnel by troubleshooting and / or answering questions and problems as they arise
 - Arrange for securing substitutes when regular building and grounds personnel are absent
 - Approve all personnel time cards, overtime and leave and vacation requests
 - Work collaboratively with contracted cleaning services to assure quality, cost effectiveness, and timeliness of services

➤ Business and Finance

- Purchase, receive, process, and maintain an inventory of all materials, supplies and equipment
- Assume responsibility for the development and implementation of the annual operations and maintenance budgets and long-range planning for equipment and District facilities
- Oversee the processing and submission of required reports
- Identify energy efficiency opportunities to contain or lower energy costs
- Communications
- Establish and maintain an effective working relationship with all school district departments and community
- Develop positive relationships with staff, parents, community members, and other community organizations and respond to concerns in a timely and professional manner
- Notify District Administrator of any safety issues requiring notification of school personnel, students, parents and / or community

➤ Other Responsibilities

- Perform any and all other duties prescribed by the District Administrator

Reports To

- District Administrator

Qualifications

- Knowledge and experience with basic electrical, plumbing, ventilation, maintenance and construction techniques and equipment
- Knowledge of local, state, and federal safety and health standards and procedures as related to public buildings and grounds
- Knowledge of bidding and purchasing procedures

Supervises

- Provide direct supervision of all district building and grounds staff

Evaluation

- Annual written evaluation to be completed by the District Administrator based on a mutually agreed upon evaluation system

Adopted: 12/20/06

Reviewed: 3/18/2015

Revised: 4/17/2023