

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE:	Director of Buildings & Grounds
JOB GOAL:	Maintain safe, healthy, comfortable facilities that support the educational process
REPORTS TO:	Superintendent
QUALIFICATIONS:	High School diploma or equivalent Maintain a valid driver's license Read, understand, and follow verbal and written directions Utilize applicable technology to support performance responsibilities

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability evidenced by consistent attendance, punctuality, and attention to work.
4. Understand and adapt to a variety of situations
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem-solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

Facility and Grounds

1. Oversees and inspects the cleanliness, maintenance, repairs, and daily operations for building systems (HVAC, boiler, plumbing, electrical, building access, etc.)
2. Schedules preventative maintenance and work routines for building personnel.
3. Directs the preparation of fields, grounds, and facilities for athletics and other school activities
4. Maintain manuals and records related to all buildings and maintenance equipment.

Staff Leadership

5. Hires, trains, assigns, reviews, and supervises buildings and grounds personnel
6. Assigns specific maintenance tasks through the work order system.
7. Implements a staff orientation program on proper facilities operation and maintenance.

Budgeting and Procurement

8. Develops and manages departmental budgets, tracking expenditures, and procuring necessary supplies and equipment.
9. Develops and administers the ten-year capital improvement plan.
10. Recommends the purchase of necessary equipment and supplies.
11. Receives, stores, and issues all district maintenance and grounds materials, supplies, and equipment.

Safety and Compliance

12. Ensures all facilities comply with local, state, and federal safety, fire, and environmental regulations.
13. Reviews all security precautions and crisis planning on a regular basis.
14. Inspect and maintain fire alarm systems and fire extinguishers on a regular basis.
15. Responds to alarm calls as needed and sets up and maintains all call-out lists for police and fire departments.
16. Schedules building checks as needed on a non-attendance day during inclement weather.
17. Ensure compliance with all OSHA, AHERA, state, and regional office of education standards.

Project Management

18. Acts as the primary point of contact for construction projects, facility upgrades, and external contractors.
19. Supervises, inspects, and signs off on work performed by outside contractors; authorizes final payments.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION: Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT: Salary, benefits, work/days as established by the Board of Education