

SUPERVISOR OF BUILDINGS AND GROUNDS

TITLE: Supervisor of Buildings and Grounds

LOCATION: Administration Center

SUPERVISOR: Superintendent and Director of Business Services

SUPERVISES: Custodians and Maintenance Personnel
Supportive Staff Substitutes

JOB SUMMARY:

Under the direction of the Superintendent and Director of Business Services, the Director of Building, Operations and Maintenance is responsible for the management and direction of building maintenance, facility renovations, custodial, grounds keeping, participation in facilities planning/construction and safety/security services.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Provides for regular inspection and evaluation of district facilities; prepares long and short-range plans for maintenance, repair, and site improvement projects
- To provide leadership on preventive maintenance program.
- Instruct and assist in maintenance and grounds-keeping projects.
- Order, receive, store and/or issue cleaning supplies, maintenance materials, grounds supplies and equipment, and maintain an appropriate inventory of such materials and equipment.
- Oversee the repair, lubrication and cleaning of boilers and furnaces; monitor the heating system in all schools.
- Coordinate daily work schedules, vacation schedules, and attendance records of custodial staff.
- Responsible for various programs: Life Safety Program, Asbestos and Housekeeping programs.
- Monitors the HVAC system within the District.
- Report all items in need of major repair to the Superintendent and Budget Manger immediately.
- Prepares and administers departmental budget.

- Administers the assignment and distribution of personnel; provides ongoing reviews of organizational structure, staffing, and departmental policies and procedures.
- Makes recommendations, together with Superintendent or Budget Manager, for the employment, promotion, and dismissal of maintenance and custodial employees.
- Requisition all needed cleaning supplies, paper goods, indoor and outdoor maintenance equipment, and fuel well in advance so as not to interrupt the maintenance schedule of the building.
- Performs other job-related duties as may be assigned by the Superintendent or Budget Manager.

ADDITIONAL RESPONSIBILITIES: None

PHYSICAL ACTIVITY: While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

QUALIFICATIONS:

EDUCATION

Bachelor's Degree preferred, in engineering, engineering administration or industrial engineering.

EXPERIENCE

- Successful leadership experience in related engineering activities, such as building construction, maintenance and repair work.
- Experience in school building grounds operations and maintenance is desirable.

OTHER SKILLS AND ABILITIES:

- Training in management practices, skills and concepts, supervisory techniques and resource management
- Ability to develop and administer effective and efficient custodial and preventive maintenance programs.
- Ability to function effectively as a member of the district's administrative team.
- Excellent communication and listening skills.
- Enthusiasm for team leadership to motivate high standards and continuous improvement.
- Demonstrated knowledge of best practices in operations and maintenance.

LICENSES/CREDENTIAL: First Aid and CPR Certification a plus a valid Illinois Driver's license.

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by negotiations with the bargaining unit. Twelve month work year.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of support staff.