

BUILDINGS AND GROUNDS COORDINATOR/SPECIALIST
(Job Description)

Qualifications: (1) Must have earned a bachelor's degree of engineering or its equivalent; (2) Must have knowledge of basic principles of construction, maintenance, security, grounds keeping, custodial operations and employee safety; (3) Must have at least three years experience in a supervisory capacity; and, (4) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator. Supervises maintenance and custodial staff.

Duties and Responsibilities: The Director of Buildings and Grounds shall be responsible for the operation, maintenance, improvement, safety and security of buildings, grounds and related equipment at all district facilities. In coordination with building principals, he/she shall develop and maintain comprehensive preventive maintenance, energy management, inservice training, product testing, facilities improvement, safety and other related programs. He/she shall:

1. Develop and coordinate programs for the operation, maintenance, improvement, safety and security of buildings, grounds and related equipment.
2. Direct district buildings and grounds services.
3. Develop and coordinate a comprehensive preventive maintenance program.
4. Develop and coordinate an energy management program.
5. Develop guidelines, standards and procedures to ensure quality performance of the maintenance and custodial staff.
6. Make scheduled inspections of all facilities to evaluate the quality of housekeeping, maintenance and safety programs.
7. Develop and coordinate inservice training programs for maintenance and custodial personnel.
8. Coordinate the testing of products and develop standard specifications for maintenance and custodial supplies and equipment.
9. Review requests for and assist in the development of approved remodeling projects.
10. Develop, coordinate and administer an ongoing facilities improvement program.
11. Represent the district in dealing with architects, engineers and contractors.
12. Develop and coordinate a safety program.
13. Prepare and administer plant maintenance and operation and other program budgets as assigned by the District Administrator.
14. Direct buildings and grounds services at district facilities.
15. Develop district capital and summer projects plan
16. Develop and update district facilities preventative maintenance task calendar
17. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an annual evaluation (written and/or oral) covering the individual's effectiveness in handling the duties and responsibilities of the position.

Terms of Employment: The contract length shall be a full year.

APPROVED: April 10, 2000; April 14, 2014

REVISED: March 12, 2001; March 10, 2014