

SCHOOL DISTRICT OF IOLA-SCANDINAVIA

541.31

BUILDINGS AND GROUNDS LEAD PERSON (Job Description)

Qualifications: (1) A background of experience, training or schooling in handling all types of maintenance work that is required to keep an effective, efficient operation of school buildings and grounds; (2) Ability to operate and maintain equipment associated with school buildings and grounds; (3) Plumbing, electrical, welding, carpentry and mechanical skills necessary to maintain, repair, build or replace equipment, etc., as directed by the Director of Buildings and Grounds; (4) Ability to work on a ladder, scaffold or personnel lift; (5) Ability to work cooperatively with fellow employees and maintain a friendly, accommodating demeanor with the general public; (6) A strong work attendance record (a strong work attendance record is essential); (7) Self-motivated in seeing what needs to be done and capable of getting it done; (8) Ability to follow directions and be flexible to changes in the daily routine; (9) Ability to perceive the assigned and implied requirements of the position and handle them effectively with a minimum of direction and supervision; (10) Willing to assist other employees and change job routine as required; and, (11) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the Director of Buildings and Grounds.

Duties and Responsibilities: The Buildings and Grounds Lead Person shall be responsible for routine daytime maintenance and custodial work, assisting with the lunch program, emergency daytime maintenance and cleaning, grounds maintenance and special projects, as assigned by the Director of Buildings and Grounds. Specific duties shall be assigned by the Director of Buildings and Grounds in cooperation with the building principal. Specific duties shall vary with each season and between school and non-school days. Temporary duties may be assigned by the administration. In addition, the Buildings and Grounds Lead Person will assume leadership responsibility for the department when the Director of Buildings and Grounds is not available.

In addition to performing specific duties assigned by the Director of Buildings and Grounds, maintenance personnel shall:

1. Comply with all applicable safety standards.
2. Be responsible for communicating, either verbally or in writing, with night custodial staff about facility or equipment problems.
3. Perform any and all other duties prescribed by the Director of Buildings and Grounds, building principal, District Administrator or Board.

It is essential that buildings and grounds personnel project a neat, personable, effective image when performing the duties of the position.

Evaluation: The Director of Buildings and Grounds shall complete a written evaluation on an annual basis. The building principal may provide input for these evaluations.

Terms of Employment: Contract provisions shall conform with the negotiated agreement between the Board and the Iola-Scandinavia Auxiliary Association (I-SAA).

CROSS REF: I-SAA Contract

APPROVED: May 14, 2001

REVISED: 02/14/2005