

**POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS
May 2021**

SECTION I: GENERAL INFORMATION

Position Title: Director of Buildings & Grounds	Department: Building & Grounds
Immediate Supervisor's Position Title: Superintendent	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-3	Bargaining Unit: Administrators
Job Summary: Under the direction of the Superintendent, the Director of Buildings & Grounds is responsible for the overall management, operations and programs of Buildings and Grounds to ensure efficient operations and to provide for the safety, health and comfort of student, staff and the public within facilities of Northfield Public Schools.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Manages and supervises all district building and grounds personnel directly or through designated lead positions. Manages daily departmental operations.
Percent of Time:	25	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"> • Determines work priorities, plans organizational structure and functions within positions of Buildings and Grounds. • Determines staffing needs and requirements. • Initiates recruitment; screens, interviews and selects department personnel. • Initiates all personnel actions for department personnel including evaluation, transfer, promotion, demotion, discipline and dismissal decisions. • Oversees staff development activities and training sessions. • Conducts staff meetings with head custodians and coordinators. • Oversees the preparation of playing fields and their care. • Coordinates the plowing of snow and maintenance activities of all district parking lots and drives. • Oversees the servicing, repair and replacement of grounds equipment. • Coordinates district courier and trucking requirements. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: Plans, recommends and implements strategies and programs to accomplish department objectives. Formulates and establishes preventive maintenance, grounds keeping, security, and custodial requirements for each facility in the district.
Percent of Time:	25	

Tasks involved in fulfilling above duty/responsibility:

- Formulates and establishes procedures and preventive maintenance schedules/programs.
- Inspects all school buildings and grounds on a regular basis to determine needs, custodial/maintenance requirements, and security requirements.
- Determines and monitors district-wide maintenance needs, requirements and priorities.
- Monitors building projects and maintenance schedule to assure department standards and schedules.
- Coordinates district courier and trucking requirements.
- Implements security improvements.
- Responds to police reports of vandalism.

Duty/Responsibility No:	3	Statement of duty/responsibility: Plans, develops, recommends and monitors the long-term facilities maintenance (LTFM), capital, ten year plan and annual department budgets. Plans, develops and implements contracted maintenance and repairs to all buildings and grounds.
Percent of Time:	25	

Tasks involved in fulfilling above duty/responsibility:

- Plans and coordinates the activities for new construction and land development within the district.
- Monitors and serves as a liaison between the district and contractors, consultants and architects.
- Plans and oversees the implementation of remodeling projects, renovations or major and minor repair projects.
- Meets with principals and district administrators to assess needs, projects and priorities within each building.
- Develops recommendations for LTFM and capital project needs and requirements.

Duty/Responsibility No:	4	Statement of duty/responsibility: Oversees all safety and environmental programs throughout the district to assure all sites and facilities are safe. Oversees and administers agreements with outside parties for property insurance and liability insurance.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Serves as the District's right-to-know, indoor air quality (IAQ), and asbestos coordinator.
- Chairs the district safety committee.
- Monitors and oversees all material abatement and/or air quality testing, removal or improvement activities.
- Plans and oversees all Health and Safety projects including annual required testing.
- Reviews, updates, revises, and communicates Emergency and Crisis Management Plan.
- Plans, negotiates and administers agreements with outside parties for property insurance and liability insurance.

Duty/Responsibility No:	5	Statement of duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility: Performs other comparable duties of a like or similar nature as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's degree preferred. District would also accept a combination of a two-year college or technical school certification/degree or commensurate related experience as determined at the sole discretion of the hiring administrator.			
High school diploma or GED.		Major field of study or degree emphasis:			
1 year college	x	2 years college		Facility management, project management, construction management, or related area	
3 years college	x	4 years college			
1st year graduate level		Essential dispositions, specialized subject knowledge, and leadership skills required to perform the essential functions of the job.			
2nd year graduate level					
Doctorate level					
<p>Required Work Experience in Addition to Formal Education/Training: At least five years of related work experience in project management, facility maintenance, construction management, or a related field.</p>					
<p>Required Supervisory Experience: Experience above should include a minimum of two years lead/supervisory experience</p>					
LICENSE/ CERTIFICATION		Identify licenses/certification required within 18 months of hiring:			
		<ul style="list-style-type: none"> • 1st class or Chief Boiler license. • Certified Pool Operator (CPO) license • Licensed, Unregistered Electrician license 			

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1	District Grounds Coordinator	1
2	District Maintenance Coordinator	1
3	Head Custodians	6
4	District Office Custodian Engineers	1.50
5	District Electrician	1
6	Administrative Support Staff	1
TOTAL		11.50

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Custodians, grounds, and maintenance staff	Total: 30-40

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Incumbents assigned to this classification are administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are more limited as compared to staff being directed. This classification is required to work in and around construction sites, may be exposed to air borne contaminants, irregular and unpredictable hours depending upon weather conditions, building needs, etc.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl				x
Talk or hear				x
Taste or smell		x		

Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head

Date

Signature – Human Resources

Date

Classification History: Updated May 2021