

# INDEPENDENT SCHOOL DISTRICT NO. 676

P.O. Box 68

110 Carpenter Avenue East

Badger, Minnesota 56714-0068

Phone (218) 528-3201 Fax (218) 528-3366

## Head of Buildings and Grounds

**Full-time 40 hours per week, twelve-month position; days of service Mondays through Fridays**

**School days/weeks: Monday-Friday 7:00 a.m. to 3:30 p.m.**

**(School day and duty hours subject to change contingent upon events and/or snow removal needs)**

**This position includes daytime custodial, cafeteria and snow removal duties**

**Non-school days/weeks: 8 hours per day and/or 40 hours per week (to be determined)**

### Salary & Benefits:

Dependent upon qualifications and experience. This position is eligible for Minnesota Public Employee Retirement Association (PERA) public pension fund.

For your convenience, there are three ways interested candidates may apply:

1. Interested candidates should access, print, and complete an application that can be found at our website:

[www.badger.k12.mn.us](http://www.badger.k12.mn.us)

>click on "About Us"

>click on "Employment Opportunities"

>click on "Badger School Non-certified Application"

2. Interested candidates may also stop in-person at the school office to pick up an application to be completed at:

Badger Community School

110 Carpenter Avenue East

Badger, MN 56714

3. Otherwise, interested candidates may send a cover letter of interest, résumé, copy of credentials, certifications or college transcripts, and contact information for three references or three signed letters of reference (preferably within the last 24 months) emailed to [kricke@badger.k12.mn.us](mailto:kricke@badger.k12.mn.us) or sent by postal mail to:

Badger Community School

P.O. Box 68

Badger, MN 56714

Please contact one of the following if additional information is necessary:

Leah Hasson, Business Manager: [lhasson@badger.k12.mn.us](mailto:lhasson@badger.k12.mn.us)

Kevin Ricke, Superintendent and Principal K-12: [kricke@badger.k12.mn.us](mailto:kricke@badger.k12.mn.us)

Application Closing Date: **Open until filled**; prompt application encouraged

Qualified candidates will be contacted by telephone for an interview

Date of Availability: ASAP contingent upon completed background check and Board approval

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## Administration

Kevin Ricke, Superintendent  
Stacey Warne, Dean of Students

## Board of Education

Jamie Isane, Chair  
Jeremy Swenson, Vice Chair  
Cari Dostal, Clerk  
Jodie Davy, Treasurer  
Brent Olson, Director  
Jared VonEnde, Director

## Head of Buildings and Grounds

Coordinates and performs environmental service tasks, cleaning and maintenance of school buildings and grounds, mechanical repairs, and support services for day and evening school activities, boiler observation and security. Responsible for the maintenance and cleaning of the campus to ensure safe and comfortable surroundings for staff and students.

### General Job Description Includes:

- Operate and perform general preventative maintenance and service within the building to assure mechanical equipment, energy management, boiler, electrical, lighting, HVAC and fire/security equipment systems are operating properly;
- Coordinates and assists with the set up and take down of equipment needed for campus activities and events;
- Assists with sanitizing and cleaning cafeteria, restrooms, classrooms, hallways and other interiors rooms;
- Ensure custodial, maintenance, grounds keeping, health & safety and security programs are responsive to educational programming needs and support the mission of the school district;
- Collaborates and works with administration and other department heads regarding recommendations on repair, renovation, regarding building needs as well as equipment and capital improvements;
- Coordinates, monitors, and makes assignments to building and grounds custodial staff. Supervise, support, and evaluate staff performance; coordinate training as needed;
- Develop short and long-range goals for the management of repair and betterment of facilities that support the mission of the school district;
- Recommend and oversee facility projects performed by outside contractors;
- Collaborate with all health and safety programs including asbestos, hazardous waste, Employee Right to Know, and Bloodborne Pathogens;
- Ensure compliance with city, county, state, and federal rules and regulations relating to ADA, OSHA, fire and environmental conditions;
- Supervise and maintain an effective maintenance recordkeeping system;
- Research and order supplies, materials and equipment to assure the best quality and price, and review and approve vendor invoices for payment;
- Perform any other related duties as assigned or apparent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

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### Requirements:

MN driver license;

High School diploma or equivalent;

Must have or be willing to obtain a 2<sup>nd</sup> Class Boiler License (or better);

Demonstrate maintenance and cleaning skills;

Effective writing, verbal and technology communication skills;

Demonstrate prompt, regular and reliable attendance;

Complete, process and maintain all required records, reports and related information;

Preferred, but not required: Supervisory experience;

Preferred, but not required: advanced training in facilities maintenance and building systems;

Maintain confidentiality of information regarding students, employees and others;

Establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

### Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear, reach, walk, use hands to finger and feel. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, stand, push, pull, lift, use hands to grasp, and wrists, hands and/or fingers for repetitive motions. The employee must frequently lift and/or move up to 50 pounds. The employee is occasionally required to lift and/or move up to and over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.