

## **PANA COMMUNITY UNIT SCHOOL DISTRICT #8**

### **JOB DESCRIPTION**

**Position Title:** Buildings & Grounds Director  
**Department:** Custodial/Maintenance  
**Location:** District Unit Office  
**Reports to:** District Superintendent  
**FLSA Class:** Exempt  
**Revised Date:** August 20, 2018

#### **SUMMARY**

This position provides managerial oversight of the district's buildings and grounds. In addition, this position ensures that routine maintenance and repairs on, and within all buildings of the district are performed accurately and efficiently to keep them in optimal working condition.

#### **DUTIES**

1. Communicate effectively with department staff and school and district personnel.
2. Collaborate with schools and departments to set priorities and provide service.
3. Provide Cost Impact analyses as requested.
4. Evaluate work orders to determine priorities and estimates on equipment, materials, and time to complete projects.
5. Provide leadership for staff to fulfill the district's goals and objectives related to facility and maintenance services.
6. Demonstrate initiative and proactive orientation to recognizing and resolving issues, concerns, or problems.
7. Assist in selection of maintenance department employees and encourage their growth and efficiency of service.
8. Use appropriate interpersonal styles and methods to guide others toward task accomplishment.
9. Facilitate problem solving.
10. Set high standards of performance for self and others.
11. Maintain current working knowledge of state and federal regulations relating to facility maintenance.
12. Assist in training programs for employees.
13. Keep abreast of trends and best practices in assigned areas.
14. Assist with the development of school facility construction plans.
15. Make recommendations for development of an annual budget for facility maintenance.
16. Assist in compliance with EPA, OSHA, and Health Department standards.
17. Supervise assigned personnel, give input to administrators as requested for performance appraisals, and make recommendations for appropriate employment actions.
18. Develop job descriptions for department personnel.
19. Support the District's vision and mission.
20. Serve on committees/councils, and/or task forces.
21. Represent the District as requested or required.
22. Serve as a District Representative at emergency shelters as determined by the superintendent.
23. Perform other incidental tasks consistent with the goals and objectives of this position.
24. Assist with the development of the improvement plan and monitor the annual budget for the department.
25. Direct the implementation of the maintenance plan and schedule.
26. Establish a quality control system.
27. Coordinate the acquisition of specialized parts and supplies to ensure timely and efficient repairs.
28. Complete required reports and maintain records.
29. Make and share decisions in a timely manner.
30. Respond immediately to emergency situations.
31. Address personnel problems promptly and directly.
32. Additional duties as may be assigned by administration and board.

## **REQUIREMENTS**

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license
3. 2-5 Years experience in building maintenance and repair, carpentry, electrical, and plumbing
4. Ability to understand and follow basic oral and written instructions
5. Ability to be on your feet for long periods of time
6. Must be able to lift and carry a maximum of 50 lbs.
7. Must be able to push and pull, at a maximum, 50 lbs. to operate trash cart, cleaning cart, move furniture, 2-wheel dolly, and various cleaning tools.
8. Must be able to twist head, bend and twist trunk, stoop, crawl, climb, write, reach overhead to the side and forward, flex elbow and wrist, grasp, grip, and pinch.
9. Enforce school regulations and policies in a professional manner.
10. Ability to maintain good working relationships with fellow employees and pupils.

## **SCHEDULING**

The work hours for this position are from 6:00 a.m. to 5:00 p.m. The schedule is subject to change with district demands. Extra working hours are required when requested. This is a salaried position not eligible for overtime compensation.