



**POSITION DESCRIPTION  
WACONIA PUBLIC SCHOOLS**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Director of Buildings and Grounds	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> Director of Finance and Operations	<b>FLSA Status:</b> Exempt
<b>Job Summary:</b>  Under the direction of the Director of Finance and Operations, the Director of Buildings and Grounds is responsible for planning, organizing and directing the operations of the buildings and grounds department including: supervision and work direction of all department staff to ensure the efficient and safe operation of the cleaning; building and grounds maintenance; monitoring and inspection of capital improvement projects within the district; coordination of District health and safety programs; monitoring department expenditures and budget; monitors and implements preventive maintenance programs.	

**SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages and supervises all district building and grounds personnel directly or through designed lead positions.
  - a) Determines work priorities, plans and assignments and functions within positions of Buildings and Grounds.
  - b) Recruits; screens, interviews and selects department personnel.
  - c) Initiates all personnel actions for department personnel including evaluation, transfer, promotion, demotion, discipline and dismissal decisions of department staff.
  - d) Oversees staff development activities and training sessions.
  - e) Works closely with building leads and principals to ensure building custodial and maintenance needs, supplies and repairs are being addressed by staff.
- Inspects and reviews the progress of various construction projects. Meets with contractors, vendors, project managers and Director of Finance and Operations to assess project progress, issues and concerns.
- Serves as the Health & Safety Coordinator providing leadership over the District's Health & Safety Committee including coordinating issues, topics and programs related to.
  - a) Right-To-Know.
  - b) Asbestos Abatement
  - c) Blood Borne Pathogens.
  - d) Indoor Air Quality.
  - e) General safety and health issues.
- Monitors and oversees the operations of department functions and activities associated with the structural, mechanical and physical maintenance and repair of school facilities.
  - a) Monitors department operations and procedures of the department to ensure compliance with various local, state or federal regulations, mandates, ordinances, standards or guidelines pertaining to facility operations.
  - b) Collaborates closely with building administrators, Director of Finance and Operations and other district



administrators concerning fiscal and long range planning issues pertaining to the facility and grounds operations.

- Monitors established budget expenditures to assure department operates within approved limits. Purchases supplies, equipment, and materials for the department. Establishes and contracts out grounds spraying, pest control, fire safety or other services deemed appropriate.
- Performs other duties of a comparable level or type, as required.
  - a) Attends training sessions, conferences, seminars, and serves on various district committees.
  - b) Keeps abreast of changing developments, regulations, developments and trends pertaining to building operations.

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>		
less than high school diploma		<b>Major field of study or degree emphasis:</b>		
High school diploma or GED.				
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of the operation of building management systems (e.g. security systems, HVAC systems, refrigeration, mechanical and electrical).</li> <li>• Fundamentals of supervision and management.</li> <li>• Fundamentals, concepts and processes of planning and contracting of capital improvement projects.</li> <li>• District administrative policies and procedures (e.g. purchasing, HR, accounting, records and data retention requirements).</li> <li>• Fundamentals of grounds and field maintenance.</li> <li>• Knowledge of custodial procedures, requirements and operational requirements.</li> <li>• Federal and state health and safety codes and regulations.</li> <li>• Building and construction codes and requirements.</li> <li>• Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.</li> </ul>		
2nd year graduate level				
Doctorate level				
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least 5 years building and maintenance experienced.				
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required upon hiring:</b> Chief Boiler's License		



<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators.</li> <li>• Delegating, supervising, training, evaluating and planning work assignments and priorities for department staff.</li> <li>• Coordinating and monitoring capital improvement projects.</li> <li>• Applying procurement techniques, e.g., bid work, preparing project specifications, pricing and ordering.</li> <li>• Planning, recommending and monitoring approved department budget(s).</li> <li>• Planning, overseeing and developing preventive maintenance plans, schedules and procedures.</li> <li>• Monitoring facility maintenance, grounds and repair work, (e.g., boiler repairs, electrical work, carpentry, HVAC and plumbing, athletic field maintenance etc.) of a structural, mechanical or physical nature.</li> <li>• Planning, prioritizing, and organizing tasks and functions.</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Training and developing staff.</li> <li>• Planning and addressing facility/district needs and requirements with respect to safety and health requirements, laws, rules and guidelines.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	Titles of Positions Directly Supervised	# of Employees
1	Day Leads	4
2	Night Leads	4
3	Maintenance Staff	1
4	Grounds Worker	1
5	Admin. Support Staff	1
<b>TOTAL</b>		<b>11</b>

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b> Custodians	<b>Total:</b> 12

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p><b>Unusual or hazardous working conditions related to performance of duties:</b></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 renovation sites, may be exposed to air borne contaminants, irregular and unpredictable hours depending upon weather conditions, building needs, etc.</p>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>			x	
<b>Sit</b>			x	
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>				x
<b>Climb or balance</b>		x		
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>		x		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			x	
<b>up to 25 pounds</b>		x		
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	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.

\_\_\_\_\_  
Department Head's Signature

\_\_\_\_\_  
Date

### Classification History:

Description created 4/2007 by BCC. Revised 4/2010.

