

RIPON AREA SCHOOL DISTRICT  
Job Description

Department: Administration

Job Title: Director of Building and Grounds

Qualifications: Education Level: A minimum of two (2) years technical training or comparable experience in building maintenance and operations. WASBO Facilities Manager Certification (Preferred)

Experience: Knowledge and experience with building codes, laws, and regulations as they apply to school buildings and grounds. Have demonstrated the ability to organize and establish maintenance, grounds and custodial work schedules. Basic knowledge of electricity, plumbing, and construction and carpentry practices. Experience in Google, Word, and online scheduling.

Other Requirements: Responsibilities shall include AHERA Designated Person, Hazardous Communication Coordinator, Underground Storage Tank Contact Person, Building Accessibility Contact Person and Recycling Coordinator. Ability to communicate with building principals, other supervisors and school staff at all levels.

Reports to: Business Manager

Supervises: Directly Maintenance Manager, Lead Custodian/Maintenance Personnel, and Custodians.

Job Goals: To maintain the physical school facilities and grounds in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be made at all times. To supervise the functions that relate to the operation, maintenance, repair, and construction of district buildings and grounds, to include required safety codes district-wide. The Director of Buildings and Grounds will be expected to carry out the duties identified within this document and all other duties that may accrue to be assigned in a manner that meets or exceeds the standards established by the school board, board policies, superintendent, or Business Manager.

Essential Job Functions/Responsibilities:

1. Supervises and evaluates custodial and maintenance staff; maintains responsibility for scheduling so that building is staffed as needed at all times including personally filling in where/when needed.
2. Ensures the proper instructional environment through maintenance of the heating, ventilation, lighting, plumbing, and safety systems,
3. Performs the duties of *designated person* to coordinate activities designed to control, manage, or dispose of hazardous materials.
4. Assigns and schedules all maintenance and custodial activities so as limit interference with any curricular, co-curricular, or extra-curricular activities.
5. Provides emergency custodial services or assists custodian when necessary.
6. Makes the school building and its facilities available as a principal or District Administrator may direct.
7. Supervises maintenance of outside facilities including, the lawn, athletic fields, and play areas
8. Advises the District Administrator or Business Manager (if applicable) of repair needs and maintenance action required for normal operation of plant equipment and facilities.
9. Maintain 5-10 years building maintenance and equipment and replacement schedule.

10. Assists in drawing up specifications and orders for all maintenance and custodial needs.
11. Meets with building administrators regularly to discuss the custodial needs of buildings at all levels; consult with administrators regarding regular preventive maintenance programs; and demonstrate adherence to and completion of a program of preventative maintenance.
12. Maintains preventive maintenance logs, asbestos maintenance records, and other records as may be required.
13. Handles those needed repairs within the resources of the Director of Building and Grounds; advises and contacts contractors to perform other maintenance or repair services if outside the Director's own resources.
14. Budgets for and maintains an appropriate inventory of custodial and maintenance supplies, tools, and equipment.
15. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, safety, and security are being maintained.
16. Causes to have inspected and maintained all fire alarm systems including fire extinguishers on a regularly scheduled basis.
17. Assists in the selection and training of new members of the custodial-maintenance staff.
18. Coordinates and assists with snow-removal activities.
19. Coordinates the District's delivery system (i.e., post office mail, interoffice parcel, other transfers).
20. Prepare an annual preliminary maintenance budget for the district office.
21. Administer and maintain the approved budget.
22. Keep abreast of literature relating to new products, technology, services, vendors, techniques, skills and research in the area of buildings and grounds.
23. Performs such other duties tasks as may be assigned from time to time within the scope of this job description.
24. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
25. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment:           The term of employment for the Director of Buildings and Grounds shall be July 1 to June 30 of each year, or as otherwise decided by the Board of Education in accordance with applicable Wisconsin law.

Evaluation:                   Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy on administrative personnel.

I have read and understand this job description and can fulfill the essential functions listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name