

**South Burlington School District
Position Description**

Position Title: Director of Facilities and Grounds
Department: Facilities and Grounds
Job Group: Non Union, Support Staff
Pay Level: Exempt, Grade 13A
Reports To: Director of Operations and Financial Management

Summary: Responsible for the organization, direction, and supervision of the district's facility and grounds maintenance services. Oversees a comprehensive program for the cleaning, maintenance, and operation of the physical plant, grounds, and district-owned facilities, vehicles, and machinery. Ensures best practices are followed for: safety, cleaning, maintenance, and facilities-related training and record-keeping.

Essential Duties and Responsibilities: *(Other duties may be assigned)*

1. Provides facilities and grounds oversight. Provides for the safe and secure operation of the districts buildings, grounds, department vehicles, and equipment by:
 - a. Assisting in the development of long-range and short-term sustainable building and grounds maintenance plans.
 - b. Periodically inspecting the condition of facilities and equipment. Coordinating the scheduling of yearly testing and inspections for building code items.
 - c. Ensuring the implementation of annual preventative maintenance plans. Monitoring systems to ensure proper working condition including, but not limited to, HVAC, lighting, alarms, elevators, and fire extinguishers.
 - d. Maintaining all legal reporting requirements, vehicle records, proper registrations, and insurances.
 - e. Providing appropriate access to, and parts and supply inventory for, equipment, machinery, and school-owned vehicles.
 - f. Managing the Facilities and Grounds department budget and oversees the work of the District Custodial Supervisor and Head Groundskeeper.
 - g. Assisting with facility-related bidding processes and maintaining contracts.
 - h. Reviewing utility utilization and recommending efficiencies.
 - i. Providing responsibility for the overall direction, coordination, and evaluation of employees in facilities and grounds department. Oversees the work of a subordinate for the coordination of Building and Facility use and access.
 - j. Providing appropriate training opportunities and promoting a safe and healthy learning environment while maintaining compliance with district policies, school directives, and VOSHA/OSHA regulations.
2. Management of special facilities and grounds projects by:
 - a. Preparing plans, specifications, and cost estimates for projects.
 - b. Overseeing the work of contractors.
3. Remains current on job-related subject areas. Participates in conferences, meetings, trainings, and committee work.
 - a. Participates in department and management team meetings.
 - b. Coordinates the District Safety & Security Committee and inspects schools per policy.
4. May perform other assigned duties and special projects as assigned by the Business Manager/Superintendent.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Provides direct supervision of district maintenance staff, grounds workers, administrative support, and District Custodial Supervisor. Provides general oversight to custodial workers. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems. Regular attendance in accordance with established work schedule.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: College degree preferred. High school diploma or general education degree (GED) required with experience. Three or more years experience in facility operations, equipment maintenance, and supervising others is preferred. Demonstrated use of computer software and the ability to read and interpret blueprints, schematics, and plans.

Certificates, Licenses, Registrations: Valid Vermont driver's license. Trade Certifications or licenses preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate clearly and concisely in both oral and written manner with individuals or in group settings. The ability to work in a collaborative team environment is essential to the employee's successful job performance.

Mathematical Skills: Ability to calculate figures and amount such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, probability, and statistical inference.

Reasoning Ability: Ability to assess situations and define problems: collect data, establish facts, and draw valid conclusions. Ability to solve practical problems, deal with a variety of situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Personal computer and spreadsheet skills. Ability to apply knowledge of current research and theory in specific field and knowledgeable of VOSHA/OSHA regulations. Ability to establish and maintain effective working relationships with students, staff, and the school community. Ability to perform duties with awareness of all District requirements and School Board policies. Demonstrated ongoing commitment to workplace diversity, sustainability, and delivering exceptional customer service.

Physical Demands: *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, as defined by the District, 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 stand, walk, sit, talk, and hear. The employee frequently is required to reach with hands and arms, and to demonstrate dexterity while performing manual tasks and using technology. The position may occasionally require the incumbent to stoop, kneel, crouch, climb, and bend. May be required to lift, move, push, or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision. The ability to drive district vehicles and equipment is required.

Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, and well-being or work output of other people, and meet multiple demands from several people.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day and location. The work is performed primarily indoors; however occasional outdoor responsibilities are required. The position may require some travel.

Terms of Employment: As specified in the Memorandum of Understanding (MOU)

Evaluation: Performance will be evaluated at least annually.

Approved January 2008, D.Young

Revised: 10/10, 11/15, 7/16 by J. Stewart

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and the ADA Amendments Act of 2008 (P.L. 110-325), which became effective on January 1, 2009 is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

Job Description Acknowledgement

I have received, reviewed and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____

Employee Signature _____ Date _____