

Johnston City CUSD #1 JOB DESCRIPTION

Position: **Director of Maintenance, Buildings and Grounds**
12 Month Employee

Salary : Based on qualifications & experience

Qualifications: High School Diploma or Equivalent
College Degree – Desirable
Two years' experience in Management or in a supervision position.
Electrical and HVAC Certification preferred.
Knowledge of and ability to safely operate all equipment in the district
and to be able to instruct other personnel on the operational
procedures.

Function: The primary purpose of the position is to manage the day-to-day
operations of the custodial and grounds division. The Director of
Maintenance, Buildings and Ground will assume the responsibility for
planning, coordination, organization, direction and management of the
custodial, grounds and athletic fields' upkeep and daily operations. As
well as, maintain the physical school facilities and coordinating
construction projects in the district.

Accountability: Superintendent and Building Principals.

RESPONSIBILITIES:

1. Review work orders, determine priority status, assign to appropriate staff for action and verify completion
2. Oversee the operations and training of the custodial staff
3. Develop custodial and grounds budget and monitor expenditures to ensure that funds are utilized effectively.
4. Inventory and maintain adequate supply of custodial and maintenance products and equipment
5. Monitor and approve vendors' invoices and expenditures.
6. Initiate procurement of supplies, materials, equipment and services.
7. Maintain safety standards for custodial staff by developing and communicating procedures to conform to federal, state and insurance standards.
8. Familiar with Health/Life Safety and OSHA regulations, Fire Codes, and other regulations and codes procedures and ensure that they are followed.
9. Interviews, recommends, and evaluates custodial personnel.
10. Work with various vendors when on-site repairing equipment
11. Liaison when vendors on-site to repair equipment if Director of Maintenance, Buildings and Grounds or custodian is unable to repair on own.
12. Develop and implement staff training programs.
13. Manage custodial time sheets.
14. Review and approve all custodial vacation and other leave requests.
15. Utilize "Aesop" to arrange for substitute custodial staff when needed.
16. Assure substitute custodial and grounds staff are trained properly in position they are substituting for.
17. Plan, coordinate and supervise all daily operations and special projects.

18. Perform investigations and provide recommendations and solution to problems, employee accidents, etc.
19. Implement administrative procedures, board policies, work rules, performance standards, and codes of conduct among assigned employees
20. Respond to 24-hour per day emergency calls and implement appropriate response actions.
21. Assure all equipment used by custodial and grounds staff is working correctly and safely
22. Assure all products and equipment are current, do not exceed expiration dates and equipment is certified annually if needed.
23. Attend in-service training meetings, workshops, professional organizational meetings and/or other continuing education work.
24. Develop, update, and annually review inventory of all equipment owned by district, including warranties and age of all equipment.
25. Develop an equipment replacement list.
26. Able to work on a computer and utilize district programs and online ordering.
27. Able to problem solve and manage a variety of concrete variables in situations.
28. Perform other duties as assigned.

Physical Context of the Job

1. Ability to work in a very fast-paced and stressful environment
2. Ability to meet the physical demands of facility and equipment inspection in buildings, on roofs and in the field
3. Ability to manage all types of emergency operations in any type of weather or location within the District.
4. Ability to climb ladders and work from heights
5. Ability to lift up to 50 lbs.