



## **Position Description**

### **School District of Monroe**

- JOB TITLE:** Director of Buildings and Grounds
- CLASSIFICATION:** Exempt Staff
- JOB OBJECTIVE:** Ensure students, staff, and the public have a safe, clean, and functional learning environment.
- REPORTS TO:** Business Administrator
- QUALIFICATIONS:** Working knowledge of methods, materials and equipment used in maintaining the cleanliness and maintenance of a commercial building or facility. General maintenance background, including substantial knowledge in the areas of carpentry, plumbing, electrical and HVAC. Supervisory and interpersonal skills necessary to lead and direct a small team. Basic computer operation skills. High School diploma.
- ESSENTIAL DUTIES:**
- Manage employees and physical resources to ensure that the School District of Monroe facilities and grounds are open and operated in a clean and safe manner, thus providing a healthy learning environment
  - Hire, supervise, coordinate, and evaluate employees to assure that work is completed in a timely and efficient manner
  - Participate in planning and provide district liaison and supervision during construction of new facilities to assure that work is being done as specified and on schedule
  - Plan and manage remodeling projects so that the required changes are made with minimal disruption
  - Oversee and contact repair services or contractors to provide ongoing services and repair in a timely manner
  - Oversee building access, security, video surveillance and safety
  - Oversee a comprehensive preventative maintenance program

- Develop and maintain long-range facilities plans for the district
- Develop and implement a plan for the scheduling of preventative maintenance
- Manage and promote effective utilization of district utilities, energy, and infrastructure
- Develop and maintain a file of blue prints and site plans for all school properties
- Develop and maintain the District's Chemical Hygiene Plan, including the maintenance of Material Safety Data Sheets (MSDS) for Buildings and Grounds with oversight for the entire district
- Manage the storage of district property, materials, and supplies
- Plan and conduct student/staff/parent interaction resulting in positive working relations with students, staff, and parents.
- Serve as a positive adult role model during interactions with students

**ADDITIONAL DUTIES:**

- Participate in activities which contribute to the effective operation of the district

*Essential duties are those duties and functions considered essential to the performance of the identified position. Additional duties are those duties considered secondary to the position's overall purpose. This position description is illustrative and does not necessarily specify all tasks and duties of this position. The Administration of the School District of Monroe reserves the right to change this position description at its sole discretion at any time.*

REVISED:      October 2020