



*Respectful, Responsible, Safe & Prepared*

2.4

## **POSITION DESCRIPTION**

### **Building and Grounds Coordinator**

#### **ORGANIZATIONAL RELATIONSHIPS**

The Building and Grounds Coordinator is responsible for overseeing all of the District's buildings and grounds. Reports and accounts to the Director of Business Services. Leads, supervises, and evaluates all custodial, maintenance, delivery driver, and HVAC Tech personnel. Provides all students with a physical learning environment that is safe, clean, attractive, and smooth functioning.

#### **PERFORMANCE RESPONSIBILITIES**

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the District adhering to a preventative maintenance plan for all infrastructure components.
2. Establishes appropriate maintenance, groundskeeping, security, and custodial requirements for each school building and installation;
3. Directs the maintenance of all buildings and grounds as to cleanliness and safety;
4. Ensures that standards consistent with all applicable laws are maintained at a minimum;
5. Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work;
6. Recommends the purchasing of necessary equipment and supplies according to budgeting limitations and District policy;
7. Receives, stores, and issues all maintenance and grounds materials, supplies and equipment;
8. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained;
9. Conducts periodic inspection of all school facilities to ensure fire safety;
10. Organizes and implements a program of preventive maintenance;
11. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate;
12. Works with principals in establishing emergency evacuation procedures for each schoolroom and office;
13. Assists in the preparation and administration of the budget for maintenance, grounds, security, and custodial supplies and equipment;
14. Supervises and inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payment;
15. Supervises and approves payment of all outside contractors performing work for the District;
16. Makes recommendations for the determination of rent-lease-or-buy decisions and optimal timing of replacements of vehicles and equipment assigned to the department;
17. Maintains a coordinated inventory control program for all areas of the department;

18. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel;
19. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel including asbestos orientation;
20. Conducts a continuing program of staff training, personnel development, and onboarding new staff;
21. Schedules work routines and coordinates vacation schedules for departmental personnel;
22. Oversees preventative maintenance and repairs of entire district infrastructure components including but not limited to: boilers, heating and air conditioning equipment grounds. Performs repairs requiring licensed personnel on above equipment as required by code;
23. Supervises and evaluates District custodians and District maintenance personnel;
24. Develops professional relationships with building principals ensuring work is being performed accurately, in a timely manner, as well as with vendors and community stakeholders representing the District in a positive manner;
25. Issues, files, and approves purchase orders for payment;
26. Works cooperatively with district personnel; coordinating all vehicles are in operating condition and are safe for any District staff to use;
27. Directs maintenance employees in preparation of athletic fields, grounds, and any other necessary facilities for athletics and other school activities;
28. Participate in the process of site selection and acquisition and the development of architectural plan;
29. Conducts a comprehensive and detailed cost analysis program of expenditures as a basis governing annual forecast of expenditure requirements including recommendations to achieve energy efficiency;
30. Assumes the direction of the safety and environmental impact programs for the District;
31. School Safety Coordinator;
32. Serves as an advisor to the Building and Grounds Committee of the Board;
33. Performs written evaluations according to Board policy on all custodial and maintenance personnel;
34. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign;

## **QUALIFICATIONS**

1. High school diploma or greater with additional training in related areas preferable.
2. Technological skills (ie smartphone, email, Microsoft word and excel) ability.
3. Previous work experience supervising maintenance and building & grounds personnel.
4. Knowledge, skills, and experience in, but not limited to; custodial, facility repair, groundskeeping, chemical hygiene, asbestos certification, and safety coordination.
5. Effective communication skills (verbal/writing/grammar/spelling)
6. Such alternatives to the above qualifications the Board may find appropriate and acceptable.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

1. Persons performing service in this position classification will exert 20 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects. This type of work involves:
  - a. Stamina and the ability to move up and down stairs.
  - b. Ability to withstand a wide range of temperatures..
  - c. Ability to stand and walk on hard floors 90% of the time and be able to work with chemical agents.
  - d. Physical strength to carry and load items.
2. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handling and working with various materials and objects are important aspects of this job.
3. The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **TERMS OF EMPLOYMENT**

1. Reports to the Director of Business Services
2. Performance will be evaluated in accordance with provisions of Board policy regarding Evaluation of Staff.

CREATED: 11.12.2007

REVISED: 01.24.2024

The School District of Waupaca does not discriminate on the basis of race, color, national origin, ancestry, marital status, pregnancy, parental status, arrest or conviction record, membership in the military reserve, religion, political beliefs or affiliations, citizenship, use or non-use of lawful products off school premises during non-working hours or any other factor prohibited by law. Discrimination on the basis of age, sex (including sexual orientation) or disability is prohibited except where specific age, sex or other requirements constitute a bona fide occupational qualification necessary to the proper and efficient operation and administration of the school district. The Director of Student Services is the compliance officer. Please call 715.258.4500 with questions or concerns.