

DeForest Area School District
Administrative Regulation

TITLE: BUILDINGS & GROUNDS SUPERVISOR JOB DESCRIPTION	NUMBER: AR 3.3d(10)
<i>Executive Limitation: EL 3 – Treatment of Staff</i> <i>(3.3d - Job Descriptions)</i>	
Recorded as Administrative Regulation: <i>Established: 3/01/08 Revisions:</i>	
Origin as Board Of Education Policy: <i>Established: n/a Revisions:</i>	

Job Summary: To coordinate the development of short and long range planning relating to site acquisition and school facilities; manage the district’s construction program; administer the units responsible for maintenance, custodial and grounds maintenance operations of the district; and perform a variety of other duties relative to assigned area of responsibility. Receives supervision from the Director of Business and Auxiliary Services. Exercises direct supervision over maintenance and custodial staff.

Qualifications

Knowledge of:

- Operations, services and activities of a comprehensive school district facilities program.
- Basic concepts and principles of architecture, planning and engineering.
- Research techniques including planning of studies and investigations, determining variables, and developing source data.
- Standard construction methods, terminology, materials, equipment and practices.
- Principles and practices of budget preparation and administration.
- Management skills to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Project cost analysis principles and procedures.
- Standard drafting practices, procedures and conventions.
- Principles of supervision, training and performance evaluations.
- Modern office procedures, methods and equipment, including computers.
- Safety practices and procedures including OSHA and DCOM regulations.
- Laws and regulations relating to the broad area of school construction and maintenance of facilities.

Ability to:

- Plan, organize, direct and coordinate the work of the buildings and grounds department.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Read and interpret blueprints, mechanical, electrical and civil and structural drawings, plans, a and sketches.
- Interpret laws, rules, regulations and policies related to construction needs.
- Perform complex mathematical computations.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports and make presentations.
- Operate a computer and modern software to develop, direct and maintain a computerized facilities program.
- Provide information and assistance to parents, the general public and other staff members in a helpful, courteous and timely manner.

- Maintain confidentiality of information obtained during the course of work.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relations with those contracted in the course of work.
- Work independently with limited supervision.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work to meet schedules and timeliness in an environment with constantly changing priorities.
- Communicate clearly and concisely, both orally and in writing.
- Follow good health and safety principles and practices.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience: Five years of experience in the construction, maintenance, operations and repair of large buildings, including at least two years of supervisory experience desired.

Training: Graduation from an accredited college or university with a major in buildings and grounds related discipline.
In-service activities in related discipline.

Licenses or Certificates

Possession of, or ability to obtain, a valid Wisconsin driver's license.

Working Conditions

Environmental Conditions: Office and field environment; school buildings, travel from site to site.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation; ability to hear and understand speech at norm room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

Duties and Responsibilities:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Planning and managing the maintenance and operations programs of the district; confer with maintenance, custodial and grounds keeping personnel regarding methods and procedures of work, operational issues, and supply and equipment requirements; assist with the solve existing problems and determine future requirements for personnel and material, conferring with administration regarding problems and needs.
2. Supervise assigned personnel; coordinate the selection of buildings and grounds personnel; evaluate work of employees; prepares and conducts in-service training.
3. Develop new procedures as needed and assure that the established procedures are carried out efficiently; reviews and recommends policy, personnel, and procedural changes.
4. Inspect all district facilities; resolve existing problems and determines future requirements; develop cost estimates relevant to facilities planning.
5. Coordinate and develop data in areas of school facilities; prepare specifications for bids; field-tests new supplies, tools, and equipment.
6. Coordinate with the Athletic Director/Facilities Coordinator the use of facilities by district and community groups and individuals; coordinate special events' operations requiring preparation, custodial staffing, and cleanup of facilities.
7. Manage the district's energy conservation program; serves as district environmental impact officer; and serves as district safety coordinator working in conjunction with the Director of Administrative Services for implementation and enforcement of safety policies.
8. Prepare written and oral reports and applications, conferring with state, county and local officials on matters pertaining to the district's building programs.
9. Prepare working sketches; consult and advise in regard to interpreting, implementing, and developing specifications in the design of alteration of existing structures.

10. Assist in coordinating the development of short and long range planning with respect to buildings and grounds.
11. Work with architects, building inspectors, school administrators, public agencies and contractors on the design, construction, or alteration of school buildings and landscaped areas.
12. Review, advise on, and approve work orders; review requests for alterations, remodeling, modernization, and other work; make and review cost and labor estimates on construction and repair work.
13. Maintain schedules for and recommends implementation of preventive maintenance programs.
14. Prepare operational budget for the department.
15. Operate a computer and modern software to develop, direct and maintain a computerized facilities program.
16. Perform other duties deemed appropriate and assigned by the Director of Business Services