

November 5, 2019

POSITION OPENING

POSITION: Buildings, Grounds, and Transportation Manager

REPORTS TO: Superintendent

JOB DESCRIPTION: The Director of Building and Grounds supervises, directs, and participates in the performance of all custodial and maintenance activities with personnel in the district. He/She must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry, and general maintenance. In addition, he/she also has a major responsibility for the upkeep of the school grounds. The Director of Buildings and Grounds oversees the operations of the District including oversight of the transportation department.

JOB GOAL: To maintain the physical school facilities in a condition of operating excellence, cleanliness, and safety, so that full educational use of them may be made at all times. To supervise and lead a crew of custodial/maintenance personnel whose major responsibility is to provide students with a safe, attractive, comfortable, clean, and efficient building in which to learn, play, and develop. To maintain oversight of the transportation department and to promote and maintain good community relations.

PERFORMANCE RESPONSIBILITIES:

- Be responsible for the inspection, care, condition, appearance, repair or replacement of physical equipment, buildings, facilities and grounds: work with maintenance and custodial personnel, Transportation Supervisor, Business Manager and Superintendent to accomplish this function.
- Organize and develop training programs for maintenance and custodial personnel.
- Recruits, screens, and assists in the hiring and training have all custodial and maintenance personnel.
- Monitors the attendance of all custodial and maintenance employees in the district.
- Assists in the evaluation of the custodial and maintenance staff.
- Calls meetings of the have the custodial and maintenance staffs when it is necessary for purposes of training or for morale.
- Advises on the hiring of contractors to perform certain maintenance or repair services and monitors the performance of these same contractors.
- Supervises summer cleaning programs and schedules.
- Promote good safety practices and procedures.
- Plan work schedules.
- Recommend and maintain materials and supplies needed to Business Manager for purchasing.
- Establish an inventory system/procedure for supplies, materials and equipment.
- Analyze maintenance and custodial operations to recommend cost saving strategies and efficiencies.
- Responsible for purchasing, inventory and maintaining Operations Budget.
- Maintain relationships with vendors and review contracts for improvements.
- Responsible for development and operation of maintenance records and reports.
- Keep abreast of new maintenance techniques and operation.
- Serve as a source of information on areas involving buildings and grounds.
- Provide leadership in supervising the maintenance and improvements of the District's buildings and grounds.
- Work cooperatively with building principals in establishing priorities for maintenance and assignment.
- Provide leadership and supervision in setting up and implementing a preventative maintenance program for the District.

- Provide direction to all aspects of the District's buildings and grounds programs.
- Attend Facility Committee meetings on a regular basis through MSBO.
- Attend conferences to achieve and maintain CFD certification through MSBO.
- Direct supervision and evaluation of mechanics and operations office staff.
- Assist Transportation Supervisor with supervision and evaluation of bus drivers and subs.
- Prepare swipe (key) cards for staff, as directed by Superintendent.
- Set building doors for open/close of day per calendar, etc.
- Maintain and schedule all district building and equipment inspections, i.e. fire alarms, elevators, bleachers, boilers, asbestos, etc.
- Maintain schedule of building usage.
- Maintain equipment schedule.
- Checks buildings on weekends and holidays.
- Supervises and assists in snow removal.
- Work with Transportation Supervisor and provide oversight of the Transportation Department.

Other Duties and Responsibilities:

- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of ethical principles and democratic values.
- Conduct other duties related to the Director's duties, as assigned by the Superintendent.

REQUIRED QUALIFICATIONS:

- High moral character and general knowledge regarding maintenance work of school buildings, facilities and grounds.
- Demonstrated aptitude for the successful completion of tasks.
- A high school diploma, college preferred.
- Ability to read basic operating instructions and write reports.
- Successful experience in a supervisory position.
- Ability to lead and cooperate with others.
- Experience in custodial or related work.
- Knowledge of school bus traffic laws, safety, mechanics and routing.
- A valid commercial driver's license; CDL/bus driver endorsement preferred.
- Must have computer experience.

TERMS OF EMPLOYMENT: Full Time

SALARY: To be determined

FLSA Status: Exempt

Application procedure: Send letter of interest and resume to:
Dr. Angela Piazza, Superintendent, apiazza@cassopolis.org

(Posted 11/5/19)

It is the policy of Cassopolis Public Schools that no person shall on the basis of race, color, religion, national origin, or ancestry, age, sex or disability be excluded from participating in employment or any of its programs or activities.