

Bottineau Public School District

Building and Grounds Manager Job Description

Qualifications:

1. High school diploma or GED.
2. Management and supervisory skills.
3. Minimum of three years of previous custodial experience.
4. Ability to read and comprehend technical documentation and information.
5. Knowledge and experience in heating, cooling, plumbing, and electrical systems.
6. Knowledge and experience in carpentry, mechanical, construction, and landscaping principles.
7. Ability to work and communicate with a variety of people.
8. Ability to use computers and other forms of technology.

Reports to:

The Superintendent of Bottineau Public Schools

Supervisory Responsibilities:

Custodians

Performance Responsibilities:

1. Ensures proper maintenance of all building systems including heating and cooling, plumbing, and electrical systems. Gauges and troubleshoots electrical and mechanical problems.
2. Ensures that all heating and cooling equipment is properly prepared for seasonal change over.
3. Coordinates and schedules repair of electrical, plumbing and air conditioning units.
4. Selects and trains employees on equipment, building maintenance, grounds and safety procedures.
5. Maintains a current manual of material safety data sheets (MSDS) on all chemicals and cleaning substances used in the building and assists other staff members in obtaining information from manuals.
6. Prioritizes work orders and requests by departments. Schedules and assigns all tasks.
7. Schedules, directs, and inspects work of maintenance staff.
8. Plans for future repairs and maintenance of equipment, buildings and grounds.
9. Checks climate control on a daily basis to insure proper heating and cooling.
10. Establishes and maintains ordering system for mechanical, building, and cleaning supplies. Prepares specifications and secures vendor arrangements.
11. Works with contractors on maintenance and special projects; approves work upon completion and authorizes payment.
12. Studies and initiates changes that will lead to energy savings and preventive maintenance on equipment.
13. Monitors locking and security systems for all buildings.

14. Prepares, monitors, and administers the building and grounds budget.
15. Maintains an efficient building and grounds operation and a high quality staff by recruiting, selecting, orienting, scheduling, supervising, and evaluating all maintenance and custodial personnel.
16. Keeps staff apprised of current issues, methods, and requirements through coordination of training and in-service activities. Ensures efficient communication among staff members through regular staff meetings.
17. Conducts periodic inspections of all facilities and equipment during the school year and comprehensive inspections at the close of each school year.
18. Evaluates all district procedures to assure conformity with all federal and state laws and regulations regarding facilities maintenance.
19. Maintains a high level of ethical behavior and confidentiality.
20. Participates in requires in-service training and workshops.
21. Provides a report during each monthly Board meeting.
22. Completes other duties as assigned by the Superintendent.

Evaluation:

Job performance is evaluated in accordance to district guidelines by the Superintendent of Bottineau Public Schools.