Northfield
Public Schools I.S.D. 659 MINNESOTA

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Director of Buildings & Grounds	**Department:** Building & Grounds
Immediate Supervisor's Position Title: Director of Business Affairs	**FLSA Status:** Exempt
Band/Grade/Subgrade:	**Bargaining Unit:**
Job Summary: Under the direction of the Director of Business Affairs, the Director of Buildings & Grounds is responsible for the overall management, operations and programs of Buildings and Grounds to assure efficient operations and to provide for the safety, health and comfort of student, staff and the public within facilities of Northfield Public Schools.	

SECTION II. ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	**Statement of duty/responsibility:** Manages and supervises all district building and grounds personnel directly or through designed lead positions.
Percent of Time:	30	

Tasks involved in fulfilling above duty/responsibility:

- Determines work priorities, plans and organizational structure and functions within positions of Buildings and Grounds.
- Initiates recruitment; screens, interviews and selects department personnel.
- Initiates all personnel actions for department personnel including evaluation, transfer, promotion, demotion, discipline and dismissal decisions of department staff.
- Secures and oversees the recruitment and selection of seasonal department personnel.
- Oversees staff development activities and training sessions.
- Conducts staff meetings with building heads and coordinators.

Duty/Responsibility No:	2	**Statement of duty/responsibility:** Plans, recommends and implements strategies and programs to accomplish department objectives. Formulates and establishes preventive maintenance programs.
Percent of Time:	20	

Tasks involved in fulfilling above duty/responsibility:

- Formulates and establishes procedures and preventive maintenance schedules/programs.
- Plans and coordinates the activities for new construction and land development within the district.
- Monitors and serves as a liaison between the district and contractors, consultants and architects.
- Plans and oversees the implementation of remodeling projects, renovations or major repair projects.
- Determines and monitors district-wide maintenance needs, requirements and priorities.
- Coordinates district courier and trucking requirements.

Duty/Responsibility No:	3	**Statement of duty/responsibility:** Establishes maintenance, groundskeeping, security and custodial requirements for each facility in the district.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Inspects all school buildings and grounds on a regular basis to determine needs, custodial/maintenance requirements, and security requirements.
- Monitors building projects and maintenance schedule to assure department standards and schedules.
- Implements security improvements and staff responsibilities. Responds to police reports of vandalism.

Duty/Responsibility No:	4	**Statement of duty/responsibility:** Directs grounds activities and functions
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Oversees the preparation of playing fields and their care.
- Coordinates the plowing of snow and maintenance activities of all district parking lots and drives.
- Oversees the servicing, repair and replacement of grounds equipment.

Duty/Responsibility No:	5	**Statement of duty/responsibility:** Oversees all safety and environmental programs throughout the district to assure all sites and facilities are environmentally safety.
Percent of Time:	10	

Tasks involved in fulfilling above duty/responsibility:

- Serves as the District's right-to-know coordinator.
- Chairs the district safety committee.
- Monitors and oversees all material abatement and/or air quality testing, removal or improvement activities.

Duty/Responsibility No:	6	**Statement of duty/responsibility:** Oversees and monitors all repair, lubrication and cleaning of mechanical systems throughout the district including heating plants, air conditioning and refrigeration equipment, air handling and circulation units.
Percent of Time:	15	

Tasks involved in fulfilling above duty/responsibility:

- Monitors department logs and records of service, repair and maintenance.
- Monitors building energy usage.
- Visually inspects building mechanical equipment.

Duty/Responsibility No:	7	**Statement of duty/responsibility:**

Percent of Time:	5	Plans, develops, recommends and monitors the approved budget for Buildings and Grounds.

Tasks involved in fulfilling above duty/responsibility:

- Determines staffing needs and requirements.
- Meets with district administrators to assess needs, projects and priorities within each building.
- Develops recommendations for capital outlay needs and requirements.

Duty/Responsibility No:	8	**Statement of duty/responsibility:** Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma			Associate's degree (A.A) or a two-year college or technical school certification or degree.
	High school diploma or GED.			**Major field of study or degree emphasis:**
	1 year college	x	2 years college	Trades school training in HVAC, facility management, or related area
	3 years college		4 years college	
	1st year graduate level			**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:**
	2nd year graduate level			
	Doctorate level			

- Knowledge of the operation of building systems. security systems, HVAC systems, refrigeration, plumbing and electrical work.
- Fundamentals of supervision
- Fundamentals, concepts and processes of planning and contracting out major renovation and new construction projects.
- District administrative policies and procedures (i.e. purchasing, HR, accounting, records and data retention requirements)
- Grounds equipment, e.g., mowers, snow plows, blowers, and fork lifts
- Custodial equipment, techniques and supplies
- Federal and state health and safety codes and regulations
- Building and construction codes and requirements
- Office administrative and recordkeeping principles, practices, and requirements pertaining to assignment.
- The ability to transport self among district buildings and to regional and state meetings and workshops as necessary.

Required Work Experience in Addition to Formal Education/Training:

At least five years of related work experience in facility maintenance, repair and grounds.	
Required Supervisory Experience: Experience above should include a minimum of 2 years lead/supervisory experience	
LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:** • 1st Class or Chief Boiler License.

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Skilled in:** • Establishing and maintaining effective working relationships with employees, supervisors, department heads, and district administrators. • Delegating, supervising, training, evaluating and planning work assignments and priorities for department staff. • Planning, implementing and monitoring various departmental projects, programs, renovations and new construction. • Applying procurement techniques, e.g., bid work, preparing project specifications, pricing and ordering. • Planning, developing, recommending and monitoring approved department budget(s). • Planning, overseeing and developing preventive maintenance plans, schedules and procedures. • Conducting facility maintenance, grounds and repair work, e.g., boiler repairs, electrical work, carpentry, HVAC and plumbing, turf repair, athletic field maintenance etc. • Planning, prioritizing, and organizing tasks and functions. • Ability to work independently with minimal supervision. • Training and developing staff. • Planning and addressing facility needs and requirements with respect to safety and health requirements, laws, rules and guidelines.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS

	Titles of Positions Directly Supervised	# of Employees
1	District Grounds Coordinator	1
2	District Maintenance Coordinator	1
3	Elementary and Secondary Head Custodians	6
4	Administrative Support Staff	2
	TOTAL	**10**

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Custodial Staff	**Total: 30-40**

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*	Incumbents assigned to this classification are administrative and supervisory in nature and thus the extent and degree of exposure to risks and hazards are more limited as compared to staff being directed. This classification is required to work in and around construction sites, may be exposed to air borne contaminates, irregular and unpredictable hours depending upon weather conditions, building needs, etc.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand				x
Walk				x
Sit		x		
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms			x	
Climb or balance		x		
Stoop/kneel/crouch or crawl				x
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds				x
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities

assigned to the position.

_____ _____

Department Head's Signature **Date**

_____ _____

Human Resource's Signature **Date**

Classification History: