

DIRECTOR OF BUILDINGS AND GROUNDS

DISTINGUISHING FEATURE OF THE CLASS: This is a supervisory position involving responsibility for the safe and efficient cleaning and non-building maintenance custodial upkeep of the District buildings and grounds, as well as the design and implementation of health and safety standards. This is done in conjunction with establishing and implementing safety programs and operating procedures, in order to avoid, or protect against accidents and improve safety. Employee prepares and conducts training and establishes safety standards. This position has no responsibility for the oversight of building maintenance and repair. The work is performed under the general supervision of a school administrator with leeway allowed for exercise of independent judgment in carrying out details of the work. Employee plans work and supervises all custodial personnel engaged in a variety of cleaning and non-building maintenance custodial activities to provide a high standard of operation and cleanliness for the District buildings and grounds. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Plans and schedules a program of cleaning and non-building maintenance custodial activities for buildings and grounds in the district;
- Designs district-wide safety programs applicable to school and departmental functions including equipment and facilities used;
- Interviews applicants and participates in the selection of new cleaning and custodial employees and makes recommendations for hiring;
- Assigns subordinate cleaning and custodial staff to buildings and shifts and determined work priorities;
- Directs snow and ice control activities, tree and decorative planting and pruning, athletic field and swimming pool maintenance;
- Prepares and administers budget for Building and Grounds Department;
- Directs and coordinates activities with regard to capital or construction projects;
- Makes regular inspections of District buildings to insure that proper cleaning and custodial activities are carried out in accordance with established policies, practices, and procedures and to identify potential unsafe conditions;
- Coordinates reporting requirements when accidents occur to ensure compliance with all rules and regulations;
- Conducts research and studies to determine causes of accidents and prepares reports as necessary;
- Trains new cleaning and custodial employees in proper use of cleaning supplies, equipment and acceptable methods for cleaning the school buildings;
- Recommends purchase of appropriate safety equipment and cleaning and custodial supplies and equipment to proper school officials;
- Establishes and maintains facilities for, and oversees, the storage of cleaning supplies and equipment;
- Investigates potential disciplinary action problems recommending appropriate action to proper school officials;
- Advises employees who are at risk from hazardous substances at the work site according to State and Federal regulations;
- Inspects buildings and submits recommendations for repair and alterations to proper officials;

Coordinates the State-mandated visual structural inspections of student-occupied buildings including scheduling inspections, photographing and reporting dangerous situations; Documents inspection results and interprets data for school administrators; Acts as a liaison with Federal, State and Local agencies concerned with safety standards and hazardous conditions; Maintains necessary inventory records and prepares a variety of records related to the work; Advises school managers, supervisors, and member of the Board of Education on issues and policies relating to health/safety; Stays abreast of development in the field of health and safety by reviewing current literature and publications, including rules, laws, and regulations and by attending conferences and/or workshops.

FULL PERFORMANCE, KNOWLEDGER, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern large school building, cleaning and non-building maintenance custodial practices and procedures; good knowledge of the use of building cleaning supplies, tools, terminology, and safety practices; good knowledge of the principles and techniques of safety training, current literature, recent developments and other sources of information relating to safety programs, good knowledge of the principles and practices of budget preparation and administration; good knowledge of the principles and practices of supervision; ability to plan, assign, and supervise the work of building cleaning and custodial personnel; ability to establish work schedules and assignments for building cleaning activities; ability to prepare orders for purchase and delivery of building cleaning supplies and equipment; ability to inspect the work of building cleaning personnel, implement a comprehensive safety program, make detailed field inspections and recognize potential safety and health hazards; ability to keep accurate records and to prepare clear and concise reports; establish and maintain effective working relationships with others; instruct and train others in safety procedures; ability to communicate, understand and execute oral and written directions, dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and; either

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and one year of full time paid experience involving building cleaning activities and ground maintenance activities; one year of which involved the supervision of others; or
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in environmental science or related field and three years full time paid experience as described in (A) above; one year of which involved the supervision of others; or
- C. Five years of full time paid experience as described in (A) above; one year of which involved the supervision of others; or
- D. An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.