

## **CITY OF AUGUSTA**

### **Department of Public Schools**

#### **JOB DESCRIPTION**

**TITLE:** **DIRECTOR OF BUILDINGS AND GROUNDS**

**REPORTS TO:** **Superintendent of Schools and Business Manager**

**SUPERVISES:** All custodial and maintenance staff

**JOB GOAL:** To maintain school buildings and school grounds in a condition of operating excellence in order to maximize the full educational and recreational use of the facilities.

**QUALIFICATIONS:**

1. Previous experience with building maintenance and management of maintenance and construction projects.
2. Knowledge of local, State, and Federal regulations pertaining to building codes, asbestos, chemical identification and health and safety matters.
3. Ability to communicate effectively both orally and in written form.
4. Must be able to develop and maintain positive working relationships in a team approach.
5. Minimally, the equivalency of an Associates' degree preferred.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Inspects school buildings and equipment on a regular basis for needed repairs and maintenance, and ensures a safe environment for students, staff and the public.
2. Ensures written documentation of all inspections.
3. Responsible for ensuring all program licenses are current.
4. Establishes priorities on repair projects, and manages the completion of projects in an efficient and cost effective manner.
5. Estimates cost of repair projects in terms of labor, material and overhead.
6. Assigns and supervises maintenance work such as replacing worn or defective wiring, switches, plumbing fixtures, repairing fencing, asphalt, concrete, ceilings, etc.
7. Lays out and inspects work of custodial and maintenance staff.
8. Develops a system for dealing with emergency repairs with efficiency.

9. Prepares reports on costs of work done, materials used, and labor expended and maintains a budget to actual schedule of maintenance projects for the fiscal year.
10. Meets with custodial and maintenance staff regularly to review work status, and/or concerns.
11. Conducts periodic inspections and tests of all electrical installations in the buildings to ensure their safe working conditions.
12. Meets and consults with building administrators regarding maintenance programs and discusses timeframes for completion of projects.
13. Recruits, interviews, recommends for hiring, and provides for the training of all custodial and maintenance personnel.
14. Serves as the designated person to oversee asbestos activities and to ensure that the ASD and personnel comply with applicable regulations.
15. Prepares bids, advises and recommends the hiring of contractors to perform selected services, in accordance with purchasing regulations.
16. Evaluates performance of maintenance and custodial personnel and coordinates such with building administrators.
17. Develops an annual budget for the Buildings and Grounds department in coordination with building administrators and takes the lead in the preparation of the ASD's Capital Improvement Program.
18. Meets with the Business Manager on a weekly basis and prepares reports and recommendations as required.
19. Ensures that the ASD maintenance and custodial activities comply with local, State and Federal guidelines for safety and health concerns.
20. Assigns work orders, checks drawings and plans, and maintains record of status of work orders.
21. Evaluates and disciplines personnel in accordance with the applicable personnel policies, regulations and Custodial Unit AEA agreement.
22. Performs all other duties as assigned by the Business Manager or the Superintendent.

**TERMS OF EMPLOYMENT:**

Per negotiated Augusta Administrative Association agreement

Evaluation: Performance for this position will be evaluated annually by the Business Manager based on the role description and on goals established on a yearly basis.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

- **External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.**

**Approved by:** \_\_\_\_\_  
Superintendent of Schools

**Date:** \_\_\_\_\_