

APPROVED: GBE
DATE: 08/20/19

DIRECTOR OF BUILDINGS, GROUNDS & TRANSPORTATION

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving responsibility for the maintenance of school buildings and grounds and the safe and efficient operation of the transportation system. The work is performed under the general direction of the Superintendent of Schools, allowing considerable leeway for the exercise of independent judgment. Immediate supervision is exercised over the work of custodial, maintenance and transportation workers. Performs related work as required.

SUPERVISION

Receive direction from the Superintendent and supervise, train, direct, and evaluate in the assigned departments.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to, the following:

Supervise projects related to buildings, grounds, and transportation work as assigned by the Superintendent of Schools.

Assigns employees to various cleaning and maintenance tasks and establishes work schedules;

Inspect and supervise painting, carpentry, plumbing, electrical and other mechanical maintenance and construction work performed by custodial or maintenance employees or private contractors;

Direct, plan and coordinate, the renovation and or repair of District buildings and grounds facilities.

Ensure that construction schedules are met and budgets adhered to through the evaluation of facility plans, change orders, and contract development and administration.

Direct and coordinate communications with the offices of, Ohio Facilities Construction Commission, Local and Regional Zoning and Permits when necessary

Consult with administrative officials, contractors, and architects regarding new construction activities.

Work with qualified/licensed design professionals to develop construction drawings and technical specifications for construction work; develop bidding documents to request quotations and/or solicit bids pursuant to District procurement procedures; prepare contract documents for approval by Board of Education.

Maintain records of all maintenance of boilers and heating and ventilating equipment; including state inspections

Prepare and submit budgets for custodial and maintenance activities, grounds, and transportation needs.

Oversees the maintenance and upkeep of the school grounds;

Meet annually with building Administrators for a building walk through to determine building and maintenance repair needs.

Review the work of maintenance, Custodians, and transportation mechanic.

Develop and maintain high standards for all departmental services and monitor to ensure accountability.

Keeps records and prepares reports on buildings and ground maintenance;

ESSENTIAL FUNCTIONS: Continued

Orders and accounts for parts and supplies for custodial and maintenance activities;

Requisition materials and approves expenditures for departmental needs.

Establishes routes to be followed by school bus drivers;

Prepares time schedules for buses;

Supervises service, maintenance and repair of all school district vehicles and recommends purchases of part and materials;

Schedules athletic and extracurricular trips and assigns school bus drivers;

Assists in the preparation of State transportation reports and maps of bus routes;

Maintains time records of school bus drivers for payroll purposes and reporting all state required reports

Maintain Safety records for safety equipment and keep AED units compliant

Assist in developing school safety plans

Attend Monthly BWC safety meetings

Oversee the safety of all employees

Maintain SDS on all hazardous materials and schedule the disposal of all such materials

Maintain all records and inspections for the fire alarm, fire suppression system and security alarm monitoring system

Supervise training program for new employee

Oversees personnel issues regarding subordinate employees;

Interview applicants for buildings, grounds, and transportation positions and authorize employment as budgeted.

Prepare and submit oral and written reports, including Board agenda items, as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern large scale buildings and grounds operation and maintenance practices;

Thorough knowledge of standard transportation methods and the operation of buses;

Good knowledge of the operation and maintenance of heating and ventilating equipment;

Good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades and of automotive maintenance;

Good knowledge of safety procedures and practices in the operation of automotive equipment;

Good knowledge of both the Ohio State Motor Vehicle Transportation Law and the Ohio Department of Education Transportation Laws;

Ability to inspect the work of building custodial and maintenance workers;

Ability to plan and supervise the work of subordinates;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Continued

Ability to keep records and make reports;

Mechanical aptitude.

Be available in case of emergencies on a 24-hour per day basis.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The position requires the ability to see for purposes of performing essential job duties, reading reports, policies, regulations, and other printed matter; understand speech at normal levels in person and on the telephone; communicate so others will be able to clearly understand a normal conversation in person and on the telephone; operate a vehicle to make site visits and observations; ability to obtain a CDL license and occasionally move supplies and equipment weighing up to 50 pounds. The duties are performed in an office, at a project site, or out of doors and require the ability to walk, climb, crouch, and kneel during site inspections; push/pull equipment and supplies; and reach in all directions.

QUALIFICATIONS

Experience/Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be six years of increasingly responsible experience in industrial management, building construction, maintenance work, or a related field, including supervisory and management experience. In addition, four years of college or university study in facilities management, business management, planning, engineering, or related field is preferred.

Skills, Knowledge, and Abilities:

Knowledge of methods, practices, materials, and procedures in the operational fields of building services, grounds services, custodial services, and automotive and pupil transportation equipment.

Ability to provide leadership and effectively direct the work of others; read plans and specifications and interpret them; plan and organize work in maintaining school buildings; estimate costs of maintenance work, repair of damage, and costs of new installations; follow instructions; communicate clearly and concisely, both orally and in writing; establish effective working relationships and work cooperatively with the public, department heads, administrative personnel, and fellow employees.

License or Certificate: Possession of a valid Ohio driver license and ability to obtain a CDL/Bus drivers license

Classification Created August, 2019

Approved by the Galion Board of Education on August, 20 - 2019