

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Supervisor of Buildings and Grounds**

JD AM 109
Updated: April 09

Qualifications:

- Possess a high school diploma, GED certification, or equivalent.
- Possess a valid Wisconsin driver's license.
- Physically able to perform the tasks assigned.
- Demonstrate the ability to communicate effectively with the supervisor, subordinates, and other personnel and public with which he/she might have contact.
- Shall evidence an attitude or actual experience that will indicate suitability to work in a child-centered environment.
- Shall evidence a positive previous employment record.
- Technical School training or combined experience in general building maintenance or contracting, including but not limited to: electrical, plumbing, D.V.A.C., and other typical building systems.
- Shall evidence the ability to work with a minimal degree of direct supervision.
- Ability to accept constructive criticism.
- Ability to be able to lead and manage others effectively.

Immediate Supervisor:

District Administrator

Position Function:

The Supervisor of Buildings and Grounds shall be responsible for all aspects of the total physical plants and activity areas of the school district and serve as the district's safety coordinator. This position is an administrative, supervisory and confidential position with broad district-wide responsibilities. The Supervisor of Buildings and Grounds has direct responsibility for overseeing all aspects of buildings and grounds maintenance as well as district-wide custodial services. This position incorporates supervisory, administrative and confidential responsibilities, along with responsibilities to provide actual maintenance services as shall be required to maintain all district buildings, facilities, and equipment.

Specific Responsibilities: (Includes but is not limited to the following)

1. In cooperation with the District Administrator, develop and implement budgets for the maintenance and general operation of the district's physical plants and grounds for presentation to the Maintenance and Property Committee of the Board of Education and Budget and Finance Committee of the Board of Education.

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2. Develop, implement and monitor a preventive maintenance plan for the district's physical plant, including effective recommendations when outside maintenance services are necessary and who shall provide those services.
3. Develop, implement, and monitor a plan for providing a full range of custodial services within the district.
4. Conduct periodic inspections of facilities and grounds for the purpose of monitoring the environment to assure that safe and healthful conditions are maintained at all times.
5. Perform, or cause to be performed, all maintenance and custodial services required in the district.
6. Effectively recommend the hiring, discipline, layoff, suspension, discharge, transfer, promotion, etc. of all district maintenance and custodial employees.
7. Directly supervise or oversee the supervision of all maintenance/custodial employees, including but not limited to: direction of work, assignments, training and evaluations.
8. Effectively recommend and participate in discipline of maintenance/custodial employees, including development of supporting materials, position statements, etc.
9. Receive and process maintenance/custodial complaints and grievances as shall arise.
10. Operation of all mechanical systems in all of the buildings in the district.
11. Preparation of all specifications for equipment and material used in the maintenance and operation of the district and for the proper usage of quality control of items purchased and used in maintenance, grounds, and operations.
12. Coordinate both short and long-range planning for sites, buildings, and equipment.
13. Provide, or cause to be provided, an adequate continuing training program to upgrade all custodial and maintenance personnel.
14. Cooperate with the building principals to provide the best possible learning environment in each building, within the physical and economic limits of the district.
15. Provide, or cause to be provided, adequate security for all district buildings and grounds.
16. Evaluate and recommend acceptance or rejection of: 1) bids for all capital equipment; 2) acceptance of completed capital work; 3) conformity of all capital buildings and equipment to OSHA and DILHR standards.
17. Administer, direct, and provide inspection for the district's asbestos abatement program and make recommendations to the board regarding same.
18. Perform other such duties as may be assigned.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the District Administrator.