

CLASS TITLE: DIRECTOR OF BUILDINGS AND GROUNDS

BASIC FUNCTION:

Plan, organize, schedule, assign, and review maintenance work for one or more trades groups. Train, supervise, and evaluate the work of assigned employees. Plan, organize, and direct the daily activities of the purchasing function; process bids to purchase materials, equipment, and services; assure that District purchases are made in accordance with applicable laws, codes and policies; train, assign, and supervise the work of assigned personnel; perform a variety of purchasing related special projects.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate, and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.

Train, supervise, and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned.

Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.

Prepare and maintain records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.

Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety, or health hazards including asbestos related issues; instruct staff in safe work practices.

Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.

Assist in determining needed equipment, materials, and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.

Communicate with vendors, contractors, and inspectors regarding maintenance operations and activities, materials, specifications, scheduling, and District policies and procedures.

Plan, organize, and direct the daily activities of the purchasing function; review and assure that District purchases are made in accordance with applicable laws, codes, and policies.

Perform auditing duties relating to vendor pricing and discounts on list price bids.

Review requisitions and determine proper sources of supply; perform or delegate buying assignments, conduct bid openings, and award or recommend awarding or purchase contracts.

Process purchase orders and approve invoices for payment.

Perform complex and technical purchases of service, materials, equipment, and supplies; prepare legal bid documents and formulate specifications in compliance with established requirements; assist District schools and departments with large purchase requests.

Perform product research, testing, and evaluation to determine best buy for price and satisfaction of purchase specifications; perform and follow up on special projects and research as assigned.

Train, assign, and evaluate the performance of assigned personnel; develop, coordinate, and conduct in-service training to District personnel on laws, regulations, and District policies and procedures related to purchasing; communicate with District administrators to resolve issues and improve the purchasing function.

Review and evaluate purchasing methods, assignments, policies, and procedures to increase efficiency and effectiveness of District purchasing operations; plan and organize files, forms and staff assignment and projects; maintain records and generate reports using a computer terminal.

Investigate and develop new sources of supply; interview vendors regarding new or improved products trade practices, and methods; assist in establishing District standard projects, sources of supply, and specifications.

Assure the timely follow up and expediting of deliveries of District orders; research and resolve issues with vendors regarding delivery and product quality and quantity.

Assure maintenance of current and adequate bidder lists and vendor files; assure timely and accurate production of reports and annual purchasing calendar assure proper maintenance of files in accordance with established record retention policies.

Authorize emergency pick-up orders for expenditures within established guidelines.

Perform additional supervisory duties in the absence of the supervisor or as assigned.

Perform related duties as assigned.

Director of Building & Grounds – Continued

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, Painting, electrical, heating, and ventilating and air conditioning as assigned.

Building construction practices and laws governing the construction and repair of public buildings.

Appropriate safety precautions and procedures.

Health and safety regulations.

Applicable State, County and City laws, codes, and regulations related to building and grounds maintenance operations.

District organization, operations, policies, and objectives.

Oral and written communication skills.

Record keeping techniques.

Governmental purchasing principles and practices, material, and equipment commonly used in a school district.

Sources of supply, general business conditions, and specific commodity trends related to school district purchasing.

Writing skills to prepare clear, concise specifications, and reports.

Purchasing terminology and practices.

Marketplace and commodity prices and practices.

Policies and objectives of purchasing program and activities.

Applicable sections of Kentucky Administrative Regulations and other applicable laws.

Laws, rules, regulations involved in assigned purchasing activities.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of supervision and training.

Oral and written communication skills.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of responsible duties related to the supervision of maintenance operations and activities.

Plan, organize, schedule, assign, and review maintenance work.

Train, supervise, and evaluate personnel.

Prioritize and schedule work.

Read, interpret, and work from construction drawings and blueprints.

Estimate materials and labor costs.

Plan, lay out, direct, and control a maintenance work program involving diversified activities.

Work independently with little direction.

Communicate effectively both orally and in writing.

Maintain records and prepare reports.

Establish and maintain cooperative and effective working relationships with others.

Director of Building & Grounds – Continued

Perform heavy physical labor.
Observe legal and defensive driving practices.
Interpret and apply laws, rules, and regulations affecting school district purchasing operations.
Prepare and write complex formal bid specifications.
Recommend new or revised purchasing procedures.
Train, supervise, and evaluate personnel.
Prepare and present oral specifications and reports.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
Plan, organize, schedule, assign, and review maintenance work.
Prioritize and schedule work.
Read, interpret, and work from construction drawings and blueprints.
Estimate materials and labor costs.
Plan, lay out, direct, and control a maintenance work program involving diversified activities.
Work independently with little direction.
Perform heavy physical labor.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.