

Director of Physical Plant

Reports to: Business Manager

Qualifications

The Director of Physical Plant should possess:

1. Knowledge of custodial cleaning procedures, equipment maintenance, and general grounds care.
2. Leadership skills to work with all district-level administration.
3. Effective communication skills.
4. Ability to train, supervise, and evaluate others.
5. Organizational skills to assure accurate record-keeping.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

Although the Principal provides direction of his/her custodians on daily operations, the cleaning schedule and procedures are assigned by the Director of Physical Plant. Schedules are discussed and coordinated with the Principal.

1. Supervise the custodial, building maintenance, and grounds maintenance programs of the school district.
2. Develop cleaning procedures for all school buildings.
3. Develop training programs for custodians.
4. Recommend new hires to the Business Manager.
5. Direct and assign custodians in cleaning procedures.
6. Conduct visual inspections of custodial cleaning.
7. Develop general and preventive maintenance procedures for the district, and train appropriate staff.
8. Direct and assign maintenance projects.
9. Direct and assign grounds maintenance staff.
10. Develop general ground care programs and procedures.
11. Direct and assign all special projects which may include renovations and landscaping projects.

Director of Physical Plant (cont.)

12. Set up for special functions and meetings.
13. Keep maintenance service records and inventory of all equipment and supplies used by custodial, maintenance, and grounds personnel.
14. Order cleaning, maintenance, and grounds supplies.
15. Work with the Superintendent and Business Manager in preparing the budget for the custodial, maintenance, and grounds.
16. May secure bids for renovation projects.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

The individual who holds this position:

Is regularly required to walk, hear and speak; must have close moderate and distance vision ability; must be able to travel between district facilities; must be able to communicate in noisy environments such as construction sites.

Attendance

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Business Manager. The Director will be considered for employment at the regular February meeting of the Board of Education, as per the recommendation of the Business Manager.

Type of Position

12 months, Exempt

Director of Physical Plant (cont.)

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.