



CHARIHO REGIONAL SCHOOL DISTRICT

Job Description

Position Title Assistant Director of Building and Grounds
Reports To Director of Building and Grounds
Level/Grade
Type of position: 12 Month 10 Month Contractor

Qualifications

- Minimum of high school diploma or equivalent.
- Post-secondary education in areas of engineering, building trades and mechanics desirable.
- Experience in building trades or building construction.
- Experience in construction in the building trades.

Essential Duties and Responsibilities (*other duties may be assigned*)

- General
 - Directs and supervises activities of custodial and maintenance personnel in conjunction with the Supervisor.
 - Is available on a 24-hour basis for emergency calls.
 - Makes weekly work and vandalism reports for the Supervisor of Plant and Facilities.
 - Sees that equipment used by the Maintenance and Custodial departments is kept in operating condition.
 - Keeps abreast of significant developments in maintenance and custodian procedures, materials and supplies, security, energy, hazardous materials
 - Maintains accurate inventories of custodial and maintenance supplies and equipment.
 - Requisitions all materials, supplies and equipment needed for his departments.
 - Works closely with school architects on all new construction or planned construction.
 - Assists Supervisor with annual evaluation of all custodial and maintenance personnel.
 - Assists in the development of bids.
 - Performs related work as required.
 - Additional duties assigned by Superintendent.
- Maintenance
 - Schedules daily work for maintenance department in conjunction with the working Supervisor.
 - Meets regularly with building administrators to plan for and meet needs in the areas of building maintenance, repair, renovation and safety. Reports ongoing status to Director of Administration.
 - Sets priorities at each building in cooperation with building principal.
 - Creates district-wide timeline for completion of each task.
 - Confers with Supervisor as to which tasks should be outsourced, handled by our building custodians or by our maintenance personnel.
 - Periodically inspects all buildings for needed repairs.
 - Maintains equipment not covered by service contracts, according to five-year plan and in response to needs.
- Custodial
 - Develops and institutes work schedules for custodians in cooperation with building principals.
 - Makes daily changes as required in work schedules.

Supervises

Custodial and maintenance staff

Skills Required

- Ability to schedule staff
- Basic electricity - commercial
- Basic carpentry
- Basic plumbing and heating

Physical Demands

- 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 the essential functions.
- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. Specific vision ability required by this job includes close vision and distance vision. Frequently, driving is required to meet the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints and interact with the public and with other workers. The position may require the employee to work irregular or extended hours, direct responsibility for the safety, well being, or work output of other people, and meet multiple demands from several people.

Work Environment

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this environment may be loud, depending upon the activity in the particular part of the day and location.

Education Requirements

Specialized Training and/or Associates Degree

Terms of Employment

Work year, salary, and benefits established by the School Committee.

Creation Date: 3/15/2006

Revised Date: 8/1/2014

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.