



# CHARIHO REGIONAL SCHOOL DISTRICT

## Job Description

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<b>Position Title</b>	Director of Building and Grounds
<b>Reports To</b>	Superintendent and Director of Administration and Finance
<b>Level/Grade</b>	N/A
<b>Type of position:</b>	<input checked="" type="checkbox"/> 12 Month <input type="checkbox"/> 10 Month <input type="checkbox"/> Contractor <input type="checkbox"/> Extra Curricular

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### Qualifications

- Minimum of high school diploma or equivalent
- Post-secondary education in areas of engineering, building trades, and mechanics desirable
- Three to five years successful experience in facilities management
- Experience in building trades or building construction desirable

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

- Be on call twenty-four (24) hours per day, seven (7) days per week.
- Prepare and implement the CHARIHO Regional School District system wide maintenance budget and capital budget.
- Prepare detailed specifications for bid/quote projects.
- Evaluate bids/quotes from outside contractors and recommend awards to the Director of Administration & Finance.
- Work with CHARIHO's architectural firm and RIDE School Building Authority staff to insure compliance with RIDE regulations and timelines, to make certain CHARIHO is receiving the highest Housing Aid allowable.
- Supervise and inspect the improvement and renovation work performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before authorizing final payments.
- Responsible for bringing new facilities into operation.
- Assists in the development of required safety assessments.
- Develops forward-looking plans for maintenance of building and grounds.
- Identifies operational efficiencies and cost-saving opportunities.
- Conduct regularly scheduled inspections of all school facilities to insure OSHA, Health, Asbestos, Fire Safety and Structural compliance.
- Evaluate facilities for handicap accessibility compliance.
- Implement and follow necessary procedures and testing as required by State and Federal Laws to include but not limited to radon, water, etc.
- Coordinate the Asbestos Control Program, implement Right-To-Know rules and regulations as required under Federal, State, and local law, and become certified as an Asbestos Inspector and Competent Person.
- Administer other routine service contracts such as grounds maintenance, burner service, and refuse/recycling removal.
- Organize and implement a program of preventive maintenance.
- Fully implement collective bargaining agreement with appropriate and related staff.
- Assist in the evaluation, recruitment, hiring, assignment, transfer, promotion, demotion, or dismissal of custodial and maintenance personnel.
- Assist in developing vacation schedules for custodial and maintenance personnel.
- Organize and implement an orientation program on proper operation and maintenance of school facilities for new custodial and maintenance personnel.
- Direct the maintenance of all buildings and grounds as to cleanliness and safety.
- Responsible for the development and approval of (in cooperation with building administrators)

- maintenance and custodial workloads and work schedules for same.
- Direct the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
- Establish requirements and schedules for plowing and sanding operations. Insure that all district vehicles used for plowing and sanding parking lots are in operating condition.
- Coordinate priorities of work accomplishments with building principals and provide them with periodic reports of work completed in their building.
- File a monthly report to the Director of Administration & Finance on significant issues that have been or need to be addressed.
- Insure that all building/school-owned are maintained and operated in compliance with Federal, State and local standards and regulations.
- Maintain inventories of equipment and supplies and other necessary records as required. To include all District vehicles registration and inspections.
- Monitor, purchase, and arrange delivery of fuel oil, rubbish pickup, septic pumping.
- Attend School Committee and other district meetings as required.
- Make early morning inspections of school facilities and district roads in inclement weather and consult Superintendent on delayed openings or school closings. Make appropriate notification when needed.
- Perform such other duties as may be appropriate to the position or as may be assigned by the Director of Administration & Finance and Superintendent.

### **Supervises**

Custodial Services Administrator, Maintenance, and Custodial Staff

### **Skills Required**

- Basic commercial electricity, carpentry, plumbing, and heating
- All types of boilers and their operation
- Writing detailed specifications for bidding by contractors for large or special skill jobs
- Materials, costs, and time standards used in performance of all aspects of maintenance and custodial services
- Reading and interpreting blueprints and construction plans
- Developing work, long range maintenance, and capital improvement schedules
- Developing budgets for the operation of maintenance and custodial departments
- Personnel leadership
- Valid drivers license
- Ability to read, analyze, and interpret general business periodicals, professional journals, test data, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups, staff, parents, and the general public.
- Ability to calculate figures and amounts.
- Ability to utilize current technology for communication, data analysis, and access to research and instruction.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with staff, and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and school committee policies.

### **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**

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

#### **Terms of Employment**

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

**Creation Date:** 2/26/2003

**Revised Date:** 8/1/2014, 6/1/2019

*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.*