

**BUILDINGS AND GROUNDS  
MAINTENANCE MANAGER  
JOB DESCRIPTION**

**Purpose:**

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain, in an efficient and economical manner, the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

**Responsible to:**

Superintendent

**Qualifications:**

1. High School diploma or equivalent
2. Experience in building and grounds operations
3. Familiarity with computers and software relating to maintenance and inventory
4. Ability to read chemical labels and safety data sheets.
5. Have a valid driver's license and qualify under the district's insurance carrier when driving a district vehicle.
6. Ability to manage people effectively and oversee budgets

**Essential Duties and Responsibilities:**

1. Assist in maintaining school buildings and grounds in top condition.
2. Perform preventative maintenance, repair, and installation in connection with
  - a. Electrical, plumbing, and HVAC systems
  - b. Exterior and interior buildings
  - c. School grounds
3. Must be able to perform repairs that primarily involve the use of hand tools, replacing broken or defective parts, assemble equipment, and make all necessary adjustments for operation.
4. Plans and directs the work activities of all facility and grounds personnel for the purpose of ensuring the district functions in a safe and efficient manner.
5. Provide grounds maintenance (including playground) and coordinate: snow removal, grass cutting, fall and spring cleanup, etc.
6. Maintain grounds machinery/equipment and keep in good working condition.
7. Appropriately operate all equipment and machinery as necessary.
8. Act as a substitute custodian when necessary and requested by Superintendent.
9. Be available for all emergencies as required.