

POSITION TITLE: **DIRECTOR OF PHYSICAL PLANT/
SUPERVISOR OF BUILDINGS AND GROUNDS**

REPORTS TO: **SUPERINTENDENT OF SCHOOLS OR DESIGNEE**

POSITION GOAL:

The Director of Physical Plant/Supervisor of Building and Grounds shall be the Chief Administrator responsible for the day-to-day management of the Physical Plant Department ensuring the efficient application of Districts' resources to maintain District's Facilities, Grounds and Equipment in a clean, safe, healthy and secure condition at all times.

Duties include but are not limited to:

PRIMARY RESPONSIBILITIES:

- **Ensure Department compliance with all District policies, procedures, applicable laws, maintenance of applicable licensure and certifications.**
- **Develop and implement preventative maintenance program for all District Facilities, Grounds and Equipment;**
- **Plan, supervise and manage execution of in-house repair and capital improvement projects as well as secure necessary bids and manage all outside contractors performing construction and maintenance to District facilities, grounds and equipment.**
- **Assist with the preparation of the annual budget for the physical plant in coordination with the Business Manager and Superintendent of Schools.**
- **Further develop Work Order protocols and tracking system for Department;**
- **Monitor utility and supply consumption and explore savings;**
- **Supervise all day shift and night shift maintenance, custodial and cleaning personnel and complete yearly performance evaluations;**
- **Maintain a pool of substitutes for the Department, consult and make recommendations on new hires;**
- **Maintain and manage all files, plant blueprints and drawings;**
- **Maintain central key controls for all buildings;**
- **Plan and direct maintenance/custodial program as well as advising and consulting to District Superintendent and Board of Education on improvements to existing programs;**
- **Assist in preparation of specifications and analysis of bids for all custodial supplies and equipment;**
- **Coordinate Department operations with other District Departments;**
- **Assess, consult and advise on job descriptions and assignments;**
- **Assess, suggest improvements and direct the management of District's supply inventory procurement and distribution used District-wide.**
- **Plan and develop workshops and training sessions for the Department;**

- Follow all policies and procedures regarding building security and safety;
- Serve as the liaison with architects, engineers, contractors/sub-contractors engaged in capital improvement projects;
- Perform any and all other job-related duties as assigned by the Superintendent and/or Building Principals or their Designee.
- Not to perform bargaining unit work except to eliminate bottleneck, for training purposes, experimental work, or in weather, Act of God, or other emergencies that may occur.

OTHER RESPONSIBILITIES:

- Ability to understand and follow oral and written instructions and express ideas effectively both orally and in writing;
- Basic knowledge of office administrations, facilities management, reporting, budgeting, control and business operations. Knowledge of terms, nature of related trades, blueprints, buildings, grounds, equipment, housekeeping, construction, repair, maintenance, purchasing, inventory control, fire, safety management, Labor and Industry, BOCA & OSHA codes and related matters in educational facilities.

QUALIFICATIONS: EDUCATION/EXPERIENCE:

- Minimum Associates Degree in related field and 5 years experience in comparable sized physical plant or minimum of 10 years management experience of comparable sized physical plant.
 - Working knowledge of mechanical, electrical and plumbing systems.
 - Experience managing skilled/unskilled personnel covered under the Collective Bargaining Agreement.
- Any combination of education, training or experience which meets the needs of the District.

REPORTS TO:

- Superintendent of Schools or Designee.

TERMS OF EMPLOYMENT:

- Twelve (12) month full time employee

EVALUATION:

- Performance will be evaluated annually by the Superintendent.