

**JOB DESCRIPTION**  
**DIRECTOR OF BUILDINGS AND GROUNDS**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** District Administrator

**SUPERVISES:** Custodial Staff

**QUALIFICATIONS:**

1. Knowledge and experience with basic electrical, plumbing, ventilation, maintenance, and construction techniques and equipment.
2. Knowledge of local, state, and federal safety and health standards and procedures as related to public buildings and grounds.
3. Knowledge of bidding and purchasing procedures.
4. Minimum of 3 years experience in lead role (manager, supervisor, or lead).

**GOALS:**

1. To be responsible for the operation, maintenance, improvement, safety, and security of buildings, grounds, and related equipment at all district facilities.
2. In coordination with administration, recommend how to develop and maintain a comprehensive preventive maintenance, energy management, in-service training, product testing, facilities improvement, life safety, and other related programs.

**SPECIFIC DUTIES:**

The Buildings and Grounds Supervisor will, in addition to his administrative role with the Pittsville School District, act as the Custodial Maintenance day person for the Senior High School building. The Custodial Maintenance person is responsible for the operation and maintenance of the Senior High School buildings and grounds, recognizing their primary purpose to be that of maintaining the physical setting for the improvement of the instructional program.

**DUTIES AND RESPONSIBILITIES:**

1. Responsible for the comprehensive overall planning and scheduling of maintenance, cleaning, and repair requirements of the District.
2. Direct employees in the preparation of playing fields, grounds, and other facilities for athletics and other school activities.
3. Establish appropriate maintenance, grounds keeping, security, and safety requirements for all buildings.
4. Inspect all District buildings, grounds, and installations on a regular basis to determine high standards of workmanship, cleanliness, safety, and security.
5. Make recommendations for the services of outside contractors and inspect work for compliance with contract standards.
6. Assign and prioritize maintenance work orders.
7. Responsible for developing a system for emergency repairs.
8. Administers an ongoing facilities improvement plan and recommends and supervises approved systems and procedures for the protection and preservation of the School District's property and equipment.
9. Establish and maintain a program of preventative maintenance.
10. Keep current on technological changes such as retrofitting machinery to meet new laws and efficiency standards.
11. Continually assess buildings and grounds and recommend remodeling projects.
12. Supervise and direct all custodial, cleaning, maintenance, grounds keeping, substitutes, and temporary employees.
13. Develops guidelines, standards, and procedures to ensure quality performance of custodial and maintenance staff.

14. Develops and coordinates programs for the operation, maintenance, improvement, safety, and security of buildings, grounds, and related equipment.
15. Care and upkeep of all school buildings, equipment, and grounds.
16. Coordinates a comprehensive preventive maintenance program.
17. Coordinates an energy management program.
18. Supervises the quality performance of the custodial and maintenance staff for scheduled work assignments.
19. Makes scheduled inspections of all facilities to evaluate the quality of housekeeping, maintenance, and safety programs.
20. Coordinates in-service training programs for custodial and maintenance personnel and their supervisors.
21. Responsible for records and ordering of custodial and maintenance supplies and equipment.
22. Prepares and administers Maintenance of Plant, Operation of Plant, and other program budgets as assigned by District Administrator.
23. Responsible for performing basic electrical, mechanical, plumbing, and welding repairs.
24. Required to operate district-owned equipment such as tractors, lawn mowers, snow blowers, and field strippers.
25. Attends meetings as required by the District Administrator.
26. Director of Buildings and Grounds is expected to act as the district's asbestos coordinator and pesticide license holder. This requires annual training and continuing education.
27. Responsible for overseeing district construction projects.
28. Work with the Director of Business Services to establish an annual budget.
29. Performs other tasks assigned by the District Administrator.

**EVALUATION:** Performance will be evaluated by the District Administrator.

*Approved by the Board of Education May 8, 2023.*