

## LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

**JOB TITLE:** Director of Buildings & Grounds  
**JOB GOAL:** Maintain safe, healthy, comfortable facilities that support the educational process.  
**REPORTS TO:** Superintendent  
**QUALIFICATIONS:** High School diploma or equivalent.  
Maintain a valid drivers' license.  
Read, understand and follow verbal and written directions.  
Utilize applicable technology to support performance responsibilities.

### **DUTIES AND RESPONSIBILITIES:**

#### **General**

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain record of dependability evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

#### **Specific**

1. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
2. Establishes requirements and schedules for operations.
3. Assigns specific maintenance tasks through work order system.
4. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness and safety and security are maintained.
5. Schedules preventative maintenance and work routines for building personnel.
6. Oversees the operation and maintenance of the HVAC and boiler systems in each building.
7. Directs the preparation of fields, grounds and facilities for athletics and other school activities Assists in the recruitment, assignment and review of buildings and grounds personnel.
8. Implements a staff orientation program on proper facilities operation and maintenance.
9. Reviews on a regular basis all security precautions and crisis planning.
10. Inspect and maintain fire alarm systems and fire extinguishers on a regularly scheduled basis.
11. Responds to alarm calls as needed, sets up and maintains all call out lists for police and fire depts.
12. Schedules building checks as needed on a non-attendance day during inclement weather.
13. Supervise, inspects and sign-off on work performed by outside contractors; authorize final payments.
14. Ensure compliance with all OSHA, AHERA, state and regional office of education standards.
15. Takes an active leadership role in the district's energy conservation program.
16. Develop and administer the buildings and grounds budget and five-year capital improvement plan.
17. Recommends for purchase of necessary equipment and supplies.
18. Receives, stores and issues all district maintenance and grounds materials, supplies and equipment.
19. Maintain manuals and records related to all buildings and maintenance equipment.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

### **EVALUATION:**

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

**TERMS OF EMPLOYMENT:** Salary, benefits, work/days as established by the Board of Education.