



EXCELSIOR SPRINGS
S C H O O L D I S T R I C T
— *Together, Achieving Excellence* —

Job Description

POSITION DESCRIPTION: Director of Buildings and Grounds

F.L.S.A.: Exempt

QUALIFICATIONS: High School diploma or G.E.D. Five years of maintenance or custodial and supervisory experience preferred. Possess the physical ability to perform the essential job functions such as lifting and shoveling snow, work outside in inclement weather, listen to and follow directions, exhibit good communication skills, maintain positive relationships and a professional appearance, use basic office technology such as email, internet, and computer. Must possess a valid driver's license.

REPORTS TO: Superintendent

ESSENTIAL JOB FUNCTIONS:

1. Establish and administer schedules and procedures for the regular, ongoing maintenance and custodial care of all school and office facilities of the district.
2. Recruit, screen, recommend for hiring, assign, and supervise all building and grounds staff with adequate documentation.
3. Approve and monitor time and leave for all staff.
4. Select the custodial supplies and equipment to be used, and maintains an appropriate inventory for district-wide use.
6. Performs moderately complex maintenance tasks dealing with plumbing, electrical systems, HVAC, carpentry, locksmith, painting and other miscellaneous maintenance areas.
7. Serve as mentor, resource and role model for all staff, coach employees as needed for skill improvement and development.
8. Monitor and train district personnel in proper operation of security alarm systems, responding to alarms as necessary.
9. Collect and properly store bio hazardous materials and dispose of the materials with an environmental specialist.
10. Read and communicate to district staff using email on a regular basis.
11. Strive constantly to promote the safety, health, and comfort of the students and employees.
12. Establish and supervise summer schedules ensuring all buildings are similarly prepared and ready to open on the first day.



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13. Inspect each building quarterly, and more often if necessary, and confer with principals regarding work.
14. Must be able to go up and down stairs frequently as well as regular bending and standing as needed in a daily shift.
15. Assist in snow removal as needed, including shoveling snow from steps and sidewalks and applying ice melt when appropriate.
16. Must be able to lift 40 pounds to shoulder height.

ADDITIONAL RESPONSIBILITIES:

1. Understand and communicate, both verbally and in writing, using the English language to staff, students, and patrons of the district.
2. Maintain a positive demeanor.
3. Demonstrate exemplary customer service skills.
4. Maintain a professional relationship with staff, students, and patrons.
5. Attend meetings as scheduled by supervisors and District Administrators.
6. Complete requested paperwork, electronic forms, surveys, or training as requested.