

Anoka-Hennepin Independent School District #11
Job Description

Title: Director of Buildings & Grounds
Department: Buildings & Grounds
Reports to: Chief Operations Officer
Prepared Date: August 31, 2021

SUMMARY OF RESPONSIBILITIES

Assume administrative responsibility of services and personnel for the Department of Buildings and Grounds' comprehensive planning, scheduling, and implementation of building remodels, facility and equipment upgrades, maintenance and repair projects, grounds development. Develop a vision for Buildings and Grounds projects and services for the Anoka-Hennepin School District with a focus on safe and welcoming schools, resource allocation prioritization, custodial staffing, and coordinating cleaning and maintenance of district buildings. Lead the maintenance and prioritization of the Facilities Condition Index, allocation of FCI area responsibilities and Long-Term Facilities Maintenance (LTFM) implementation, budget preparation and monitoring, staff supervision, program evaluation and reporting, and interface of programs with other District programming.

DUTIES AND RESPONSIBILITIES

- Lead the planning, implementation, and management of programs, staff and activities including the district-wide Facilities Condition Index; the Long-Term Facilities Maintenance plan, budget, and reporting; custodial oversight at all Anoka-Hennepin facilities.
- Communicate to the Chief Operations Officer the requirements and needs for the Buildings and Grounds Department (B&G).
- Facilitate the final review of contract documents by the B&G administrative staff before bid sets are released. Design intent and proper materials specified are key items for review.
- Facilitate the use of the work order system to track building asset condition for possible repairs or replacement with LTFM Revenue.
- Review and update FCI when projects are completed.
- Meet with Building Supervisors, B&G Administrative Staff and Building Administration to discuss current needs identified by the Facility Condition Index.
- Recommend Long Term Facility Maintenance funding for deferred maintenance projects previously identified by buildings, the FCI or the LTFM plan as proposed to the Anoka-Hennepin School Board.
- Establish minimum standards for district sites buildings and grounds.
- Work closely with the Administrative Services Business Specialist on invoicing and long-range planning.
- Ensure compliance with the Minnesota Department of Education's LTFM planning and budgeting guidelines.
- Work closely with the Purchasing Department in the solicitation and contracting process for supplies, equipment, and building construction.

- Direct and implement the approval process for all building construction and capital projects. Assure that all district construction standards and procedures are adhered to as outlined by the B&G Department.
- Study production schedules and estimate worker hour requirements for completion of job assignments.
- Supervise and inspect work performed by outside contractors and verify that terms of all such contracts have been fulfilled before authorizing final payments.
- Direct the organization and implementation of a program of preventative maintenance and energy conservation throughout the district.
- Interpret company policies to workers and enforce safety regulations. Establish or adjust work procedures to meet production schedules. Suggest changes in working conditions and use of equipment to increase efficiency of work crew.
- Direct the recording and reporting of current and accurate inventory of materials, supplies, and equipment.
- Participate in the preparation and submission of state and local reports regarding the maintenance, operational, and health and safety costs for school facilities and grounds.
- Confer with other supervisors to coordinate activities of individual departments. Analyze and resolve work problems or assist B&G Managers in solving work problems.
- Consult with the fire marshals, OSHA representatives, municipal authorities, insurance company inspectors, County Health Department staff, Department of Education staff, and staff of other regulatory agencies relating to equipment and building plans, construction, and maintenance.
- Direct inspection all school facilities, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.
- Assume primary responsibility for ensuring that personnel practices within the B&G Department follow federal, state, and local laws and in accordance with district policies and guidelines pertaining to Equal Employment Opportunity and Affirmative Action.
- Perform other tasks and assume other responsibilities as assigned by the Chief Operations Officer.

SUPERVISORY RESPONSIBILITIES

Directly supervise Maintenance Manager, Operations Manager, Sites and Grounds Manager, Health and Safety Manager, Construction Managers, IAQ Coordinator, Emergency Management Coordinator, and Lead Educational Office Professional. Manage subordinate managers and coordinators who supervise employees in B&G. Responsible for the overall direction, coordination, and evaluation of this unit. Also responsible for five (5) clerical employees. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. These responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Low Pressure Chief Engineer's License and/or Maintenance Electrician's Certification, Plant Management Certification preferred.

KNOWLEDGE, SKILLS & ABILITIES

Budget management, inventory control, and equipment management skills are required. Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff. Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention to detail.

Ability to work well with diverse teams. Strong written and oral communication and organizational skills.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Ability to write routine reports and correspondence.

Ability to speak effectively before groups of customers or employees of the district.

Proficient in MS Office (Word, Excel, and PowerPoint) and database management systems.

Knowledge of applicable codes, regulations, regulations regarding standard industry practices.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables, including instructions furnished in written, oral, diagram, or schedule form.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; talk; hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds. The employee is occasionally required to sit; climb or balance; smell; and lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; outside weather conditions; risk of electrical shock; and vibration. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate but could be loud, depending on the situation.