

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Buildings & Grounds Maintenance Manager  
**Department:** Buildings & Grounds  
**Reports to:** Director of Buildings & Grounds  
**Prepared Date:** June 2023

**SUMMARY OF RESPONSIBILITIES**

Develop and direct a program of maintenance and repair for all mechanical, electrical, life safety, and energy management systems; food service equipment; and district vehicles; direct the activities of the District's Electronics and Maintenance Shops.

**DUTIES AND RESPONSIBILITIES**

- Develop, implement, and monitor a preventative maintenance program, and assign schedules to building supervisors using the work order system.
- Monitor inventory of equipment, supplies used in repair, and maintenance activities.
- Assume major responsibility in the recruiting, screening and assignment of maintenance staff.
- Develop and implement staff development programs appropriate to the needs of maintenance staff and building supervisors.
- Determine needs for the maintenance of district facilities and equipment and communicate those needs to the Director.
- Manage the activities of the Electronics and Maintenance Shop, through the Lead Workers in each shop.
- Maintain records and submit reports relating to the maintenance of facilities, equipment, and property.
- Assist in the development of the Long-Term Facilities Maintenance plan, repair budgets and levy application.
- Ensure compliance with federal, state, and local laws, as well as district policies regarding employment, training, equipment, etc.
- Assist in the preparation of bid specifications, analyze bids and recommend the acceptance of quotes and bids for supplies, equipment and building renovations.
- Directly supervise three Lead Maintenance Specialists for the Maintenance, Electronics, and Low Voltage Shops, and up to 16 Maintenance Specialists.
- Perform other tasks and assume other responsibilities as directed by the Buildings & Grounds Director.

**SUPERVISORY RESPONSIBILITIES**

Directly supervises three Lead Maintenance Specialists for the Maintenance, Electronics and Low Voltage Shops, and up to 16 Maintenance Specialists.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in related area; or one to two years related experience and/or training; or equivalent combination of education and experience.

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### **CERTIFICATES, LICENSES, REGISTRATIONS**

Requires Master Electrician Licensed with the State of Minnesota. Must possess a Minnesota driver's license.

### **KNOWLEDGE, SKILLS & ABILITIES**

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

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

Budget management, inventory control, and equipment management skills are required.

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

Ability to interpret a variety of technical instructions in mathematical or diagram forms and deal with several abstract and concrete variables.

Strong written and oral communication and organizational skills.

Strong analytical and problem solving skills.

Must be able to coordinate and plan multiple tasks, multitask, and prioritize work, and attention to detail.

Ability to work well with diverse teams.

Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Must be able to delegate responsibilities, promote teamwork, and provide daily direction to staff.

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.

### **PREFERRED EXPERIENCE**

5 years of experience managing or performing maintenance operations for a large facility preferred. 3 - 5 years of supervisory experience preferred.