

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

**Title:** Director of Buildings & Grounds  
**Department:** Buildings & Grounds  
**Reports to:** Chief Operations Officer  
**Prepared Date:** February 13, 2008

**SUMMARY OF RESPONSIBILITIES**

Assumes administrative responsibility for the personnel and services involved in the Buildings & Grounds Department's comprehensive planning, scheduling and implementation of maintenance and repair projects, facility and equipment upgrades, building remodels, and grounds development and maintenance.

**DUTIES AND RESPONSIBILITIES**

- Prepare and monitor program budgets for the allocation of resources for the Buildings & Grounds Department.
- Communicate to the Chief Operations Officer, the requirements and needs for the Buildings & Grounds Department.
- Review and select consulting firms for the design and implementation of facility projects.
- Solicit quotes, assist in the preparation of bid specifications, distribute specifications to bidders, analyze bids and recommend the acceptance of quotes and bids for supplies, equipment, and building renovations.
- 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 Building & Grounds Department.
- Study production schedules and estimate worker hour requirements for completion of job assignment.
- 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 Buildings & Grounds Supervisors in solving work problems.
- Consult with the fire marshals, OSHA representatives, municipal authorities, insurance company inspectors, County Health Department staff, Department of Education, 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 Buildings & Grounds Department are in compliance with 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**

Manages subordinate supervisors who supervise employees in Buildings & Grounds. Is 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. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

SUPERVISES: Maintenance Supervisor, Operations Supervisor, Sites and Grounds Supervisor, Health and Safety Supervisor, IAQ Coordinator and Construction Supervisor.

### **EDUCATION and/or EXPERIENCE**

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