



BURLINGTON AREA SCHOOL DISTRICT

PLACEMENT NOTICE BUILDINGS AND GROUNDS DIRECTOR

Reports to: The Business Manager

Qualifications:

- Bachelor's degree preferred in engineering, construction management or related field
- Experience with construction management and knowledge of building codes
- Demonstrated expertise in facilities planning, construction, maintenance and operations
- Experience with contract management, including preparing bid specs and RFP's
- Knowledge of safety regulations
- Proven ability to be an effective part of a team as well as a leader
- Strong organizational skills
- Detail oriented
- Demonstrated use of computerized work assignment and preventive maintenance software programs
- Skilled in the use of building automation systems
- Ability to secure certifications in asbestos removal and repair, basic boiler operations, small water system operator, and other certifications as necessary. Possession of or ability to obtain a valid Wisconsin Drivers License.
- Experience working with outside vendors and contractors.
- Excellent written and verbal communication skills.
- Ability to effectively present information in one-on-one and small group situations to vendors and employees.
- Ability to read and comprehend blueprints, schematics and drawings.
- Can prioritize tasks and make logical decisions in fast paced environment

Nature of the Work:

- Under the general supervision of the Business Manager the qualified candidate will manage and monitor custodial services and maintenance of all school district buildings and grounds, including the assurance of safe and inviting facilities for students, staff, and community. Provide supervision for Building Engineers, maintenance and custodial staff. The individual will play a key role in all construction projects including capital and building improvement efforts, to provide guidance in all phases from planning through implementation to successful completion.

Responsibilities:

- Develop maintenance procedures and schedules and be responsible for meeting these schedules.
- Identify and prioritize facility maintenance needs for a five year period and develop budgets for same.
- Ensure compliance with state and local codes and correction of items noted in deficiency reports issued by regulatory agencies.
- Manage asbestos inspections and records for compliance.
- Manage district Hazardous Communication Plans and Material Safety Data Information records.

- Supervise custodial and maintenance services and personnel in each building, including interviewing and recommendation for hire, taking disciplinary action, dismissal, approval of time off requests and work hours.
- Respond to security alarms, equipment failures, and emergencies as they arise.
- Work cooperatively with Building Principals to coordinate custodial and grounds services to meet the needs of occupants and users.
- Coordinate with the Athletic Director/Activities Coordinator the use of facilities by district and community groups and individuals; coordinate special events' operations requiring preparation, custodial staffing and cleanup of facilities.
- Prepare written and oral reports and applications, conferring with state, county and local officials on matters pertaining to the district's buildings and grounds.
- Establish and enforce operating procedures and work standards that will ensure adequate performance and personnel safety including the Department of Safety and Professional Services (DSPS) regulations.
- Plan, coordinate and provide training for service personnel including safety, work procedures, and training required by governmental agencies.
- Contract with outside sources to accomplish responsibilities as needed within fiscal parameters.
- Prepare operational budget for the department.
- Manage the districts energy conservation program; serves as district's environmental impact officer, and serves as district's safety coordinator working in conjunction with the Administrative Team for implementing and enforcement of safety policies.
- Work with architect, building inspectors, school administrators, public agencies and contractors on the design, construction, or alteration of school buildings and landscape areas.
- Review, advise on, and approve work orders, review requests for alteration, remodeling, modernization, and other work; make and review cost and labor estimates on construction and repair work; maintain updated computerized work order progress/status reports which detail all building maintenance activities.
- Proficient in the use of various computer application and software applicable to this position.
- Supervise distribution of department supplies, materials, and equipment through a computer-based inventory control system and security plan to safeguard these items.
- Conduct periodic and scheduled inspections of maintenance and custodial services to assure high standards of workmanship, cleanliness, safety and security are maintained.
- Keep current on information, issues, trends, and practices related to building operations, maintenance, and safety.
- Maintain district key and lock inventory and oversee the issuing of keys and card access/employee identification badges.
- Complete other duties as assigned by the District Business Manager.

Working Conditions:

Environmental Conditions – office and field environment; school buildings, travel from site to site.

Physical Conditions: essential functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operate a computer and keyboard; near visual acuity to review written documentation: ability to hear and understand speech at normal room levels and on the telephone; manual dexterity to operate a telephone; lift horizontally and vertically, bend and stoop.

Full benefit package – salary range dependent on experience.

Posting Date: July 12, 2017

Closing Date: July 31, 2017

Interested candidates should apply on WECAN or send a letter of interest and resume to:

Ruth Schenning, Business Manager
 Burlington Area School District
 100 N. Kane St.
 Burlington, WI 53105`