

**Warrenton-Hammond School District 30**  
**Job Description**

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**Job Title:** Director of Buildings and Grounds  
**Reports To:** Superintendent

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**JOB SUMMARY**

Provides a safe school building and ensures the safe and operational condition for students, staff and community by supervising and performing skilled and semi-skilled work in the maintenance, construction and repair of buildings, equipment and grounds.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Recruits, trains, supervises and assists other school crews of employees in maintaining school buildings and grounds.
3. Evaluates the performance of all custodial/maintenance and grounds staff on a regular basis.
4. Examines school buildings on a regular basis for needed repairs and maintenance.
5. Establishes and recommends priorities on all District maintenance projects.
6. Keeps Superintendent and Principals advised of all problems and changes and makes recommendations as they are needed and/or desired.
7. Consults with building principals regarding the establishment of regular preventive maintenance programs.
8. Develops and plans for seasonal work needs.
9. Maintains an inventory and recommends the purchase of suitable supplies, tools, and equipment.
10. Ensures maintenance and care for all tools and equipment and makes repairs as necessary.
11. Initiates purchase orders for materials, as needed.
12. Estimates and prepares reports on cost of repair projects in terms of labor, material and overhead.
13. Advises on the hiring of contractors to perform specific maintenance or repair services.
14. Schedules hired contractors to perform maintenance or repair services.
15. Develops a system for dealing efficiently with emergency repair problems.
16. Maintains HVAC systems and plumbing.
17. Operates and maintains electrical and mechanical equipment.
18. Maintains and assesses needs of district school buses.
19. Works constantly to promote the safety, health and comfort of the students and employees and is also responsible for the District Hazard Communications Book. (MSDS sheets).
20. Reports safety, sanitary and fire hazards immediately to supervisor.
21. Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner.
22. Unlocks doors and windows, turns on lights and prepares buildings for start of day and/or locks doors and windows, turns off lights and secures buildings.
23. Maintains appropriate certifications and training hours as required.
24. Holds current membership in safety organizations and a school facilities group.
25. Attends work regularly and is punctual.
26. Ability to perform work requiring mechanical ability
27. Ability to perform manual labor
28. Performs basic repairs on heating and refrigeration equipment, appliances
29. Perform a wide variety of maintenance and repair work
30. Performs a variety of basic building maintenance tasks, including but not limited to: carpentry, painting, masonry, concrete finishing, hardware, glazing, floors, grounds and wall covering
31. Performs other related duties as assigned

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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Reports issues to authorities as necessary, animal control, suspicious activity etc.

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## SUPERVISORY RESPONSIBILITIES

Supervises and directs the work of custodial, grounds and maintenance staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** One year certificate from college or technical school; a minimum of three years related experience and prior supervisory experience required. Ability to maintain HVAC systems and plumbing.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Ability to interact with students and staff appropriately.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- **Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra, geometry, scaling, and basic thermo conversion.
- **Reasoning Ability:** Ability to define problems, collect data, draw valid conclusions where only limited standardization exists and does so in a timely manner and within dollar constraints. Ability to interpret a variety of instructions furnished in written, oral diagram, or schedule form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.)
- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets and word processing software. Ability to proficiently use the following programs strongly preferred: MS Word, WordPerfect, Excel, Internet Explorer, and MS Outlook. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, members of the community and vendors. Ability to operate variety of custodial/maintenance equipment including mowers, trimmers, edgers, weed whackers, hand tools etc. Ability to exercise good judgment and work in a dynamic environment.

- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Ability to obtain a valid CPR/First Aid card, state certified pesticide applicator license, Oregon Driver License, bloodborne pathogen training and blood spill training. Previous hazardous communication training preferred.

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### 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 talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance and smell. The employee must regularly lift and/or move up to 50 pounds and occasionally up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must be able to demonstrate strength and dexterity to operate maintenance tools and machinery.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school/school grounds setting. The noise level in the work environment is usually moderate, but occasionally high depending upon the student population, activities and equipment used. The employee is exposed to a variety of conditions including, wet or humid environment, and outdoor weather conditions, extreme heat (non-weather), work near moving parts, work in high precarious places, a variety of cleaning agents, some hazardous chemicals, fumes and airborne particles, and risk of electrical shock and vibration. Employee may be exposed to bloodborne pathogens.

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### OTHER

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

**Signature:**

**Date:**

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