

Building and Grounds Coordinator

Job Description

Purpose Statement

The job of Building and Grounds Coordinator is done for the purpose(s) of providing building and grounds maintenance at assigned sites; ensuring attractive and safe buildings and grounds; performing a variety of special building and grounds maintenance operations; overseeing and supporting the custodial staff in the performance of their duties; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Business Manager and Building Principal

Essential Functions

- Assists in conducting emergency drills for the purpose of meeting the state requirement of conducting a drill once a month.
- Assumes responsibility for the security of the building and/or campus each school day for the purpose of ensuring the facilities are ready for students and staff.
- Cleans and maintains all boilers and other major heating and ventilating equipment and their controls for the purpose of ensuring all equipment is functioning properly and building temperatures are maintained at a comfortable level.
- Coordinates with custodial, grounds, site administrators, and athletic coaches for the purpose of adjusting irrigation schedules, preparing athletic fields and ensuring a safe environment for participants.
- Estimates materials, equipment and/or staff resources for the purpose of ensuring timely completion of projects.
- Inspects buildings, grounds, roofs, sprinkling systems, boilers, fire suppression systems and security systems for the purpose of identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Maintain tools and/or equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
- Maintains the file of SDS sheets for the purpose of ensuring the District is complying with the law and they are available if needed.
- Monitors landscaped areas, sprinkler systems and grounds (e.g. fields, parking areas, courtyards, etc.) for the purpose of identifying repairs and/or replacement needs and providing an attractive environment.
- Oversees facility maintenance activities and custodians (e.g. painting, general repairs, renovations, remodeling, electrical, plumbing, sprinklers, etc.) for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Participates on the District Facilities Committee for the purpose of providing input regarding buildings and grounds.
- Performs duties of other grounds and custodial staff for the purpose of maintaining buildings and campus grounds in accordance with established standards.
- Prepares grounds and athletic fields (e.g. fertilizes soil, chalk fields, paints stripping, etc.) for the purpose of providing adequate, attractive and safe areas for assemblies, recreational activities and/or athletic events.
- Prepares documentation for the purpose of providing written support and/or conveying information.
- Procures pesticides, equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Repairs irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring the availability of required items.
- Responds to immediate safety and/or operational concerns during and after standard hours (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

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- Schedules regular safety inspections for the purpose of ensuring the buildings and equipment remain in a safe operating condition.
- Participates on the District Crisis Management Team for the purpose of ensuring a safe and secure environment for students and staff.
- Supervises and assists in snow removal for the purpose of ensuring parking lots, sidewalks and steps are safe for vehicles, equipment and people.
- Supervises and participates in general cleaning and maintenance of the building and grounds (e.g. classrooms, lunch room, gyms, locker rooms, offices, etc.) for the purpose of ensuring the building is maintained in a clean and sanitary condition.
- Trains assigned personnel for the purpose of developing professional trade and safety awareness skills.
- Transports a variety of tools, equipment, supplies, etc. for the purpose of ensuring the availability of materials required at the job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in custodial and grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records; supervision.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in custodial and grounds maintenance; health and safety regulations; methods of organizing, scheduling and prioritizing work loads; and is familiar with current and emerging technology used in the custodial area.

ABILITY is required to schedule a number of activities, events and/or meetings; gather, classify and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing work direction to assigned employees; understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and preparing accurate records.

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Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures, utilization of resources from other work units is often required to perform the job functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed at temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Targeted, job related education with study in job related areas.

Certificates and Licenses:

Continuing Education/Training: Required annual trainings

Clearances: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Exempt