

PROFESSIONAL STAFF POSITIONS
(Buildings & Grounds Director)

Qualifications

1. The buildings and grounds director should have experience in the field of construction and maintenance.
2. He/she should have supervisory experience, preferably of custodial and maintenance personnel.
3. He/she should be knowledgeable in the areas of mechanical, plumbing, electrical, and housekeeping maintenance.

Appointment

1. The annual period of service shall be 260 working days.
2. The director's immediate supervisor is the business manager.

Duties

1. He/she shall have overall responsibility for the maintenance of all district facilities and their grounds.
2. He/she shall direct the maintenance staff in repairs or installations in the areas of mechanical, electrical, plumbing, and general maintenance that the building custodian is unable to perform.
3. He/she shall direct the grounds staff in the care and upkeep of all grounds in the district and share with the activities director the responsibility for Tiger Stadium .
4. He/she shall prepare and submit in conjunction with the business manager a five-year capital outlay budget for buildings and grounds as well as any other requested information to the board or its designee.
5. He/she shall have overall responsibility for monitoring the engineering and contractual work being completed under the buildings and grounds budget.
6. He/she shall be in charge of purchasing and supervision of maintenance and custodial supplies and equipment.
7. He/she shall recruit all custodial personnel in conjunction with the building administrator and/or business manager.
8. He/she shall assist the building administrator or business manager in conducting regular inspections of all buildings.
9. He/she shall assist in the evaluation of custodial personnel and make recommendations regarding employment.