

Wachusett Regional School District

CENTRAL OFFICE

JOB DESCRIPTION

TITLE:

Supervisor of Buildings and Grounds

QUALIFICATIONS:

The Supervisor shall possess a Bachelor's Degree in Business, Engineering, or Facilities Management or equivalent and at least three years of experience in a facilities planning or management position or other related field. The Supervisor shall possess particular experience in the areas of buildings and grounds planning/management, oversight of facilities, negotiation and supervision of contractors, and authorship of bid specifications related to facility needs. The Supervisor shall possess other qualities of academic, professional, and personal experience that the Superintendent may specify.

REPORTS TO:

Director of Administrative Services

PERFORMANCE EVALUATION:

The Supervisor shall be evaluated annually, in narrative form, based upon his/her overall job performance and upon goals and objectives determined by the Supervisor and the Director.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The Supervisor is a member of the District's Executive Support Staff. As a member of the Executive Support Staff, he/she shall assist members of the Executive Staff in providing leadership for the School District, represent the Director as appropriate at official school and community functions, inform the Director of changes in trends, laws, rules, or regulations in his/her areas of expertise, and provide regular, biweekly reports to the Director of his/her activities, and as requested. The Supervisor in conjunction with, and with the approval of, the Director of Administrative Services shall develop annual job

goals that will become part of the criteria used to evaluate the Supervisor.

In carrying out these responsibilities, the Supervisor of Buildings and Grounds:

1. Assists in the development of recommendations for appropriate facilities related policies to provide for the most cost-effective management of facilities related matters and services necessary to a productive teaching and learning environment in the District;
2. Assists in the administration of all district facilities and grounds management and planning functions, at the direction of the Director of Administrative Services;
3. Works cooperatively with various organizations concerned with facilities and grounds issues, including all local, state and federal regulatory agencies, boards, and commissions;
4. Develops and implements the district preventative maintenance program for district facilities and grounds, including training custodial and maintenance staff;
5. Assists appropriate management personnel in the preparation of recommendations for appointments for the Superintendent;
6. Recommends the strategic facility and grounds planning activities of the district, including supervision of the implementation of such plans, as the direction of the Director of Administrative Services;
7. Oversees the management of all facilities and grounds, including negotiating and supervising contractors regarding construction and major repairs to district facilities and buildings, as directed by the Director of Administrative Services;
8. Serves in an advisory role to preliminary diagnose facility and grounds problems, provides prescriptive strategies to address such problems, and supervises the implementation of the prescriptive plans, including planning to utilize district resources and staff to best solve the problem;
9. Assists in the supervision and evaluation of custodial and maintenance staff, including providing recommendations for personnel action to the Director of Administrative Services, as required;

10. Supervises and directs the maintenance of necessary records, including contracts, financial accounts, budgets, audits, purchasing, federal, state and local reports related to district facilities and grounds;
11. Identifies, plans, and organizes facilities and grounds maintenance management activities;
12. Prepares and maintains a facility and grounds equipment long-range capital plan; and,
13. Conducts other staff duties and responsibilities as directed by the Director of Administrative Services, including attending meetings as requested or required by the Superintendent or Director of Administrative Services; and, any other staff function required by the Director.

Updated on 4/24/97

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97