



Lansing Unified School District 469

200 East Mary Street
Lansing, Kansas 66043
913-727-1100
www.usd469.net

Job Title: Director of Facilities & Grounds

Reports to: Superintendent

Purposes and Objectives of the Position:

The Director of Facilities & Grounds maintains school buildings and grounds in top condition to ensure full and productive use of district facilities. The goal of the Director of Facilities & Grounds is to enhance the educational program by maintaining clean, healthful, safe and attractive physical facilities, both indoors and out. To accomplish these tasks, the Director of Facilities & Grounds must work closely with the staff and administration of USD 469.

Qualifications:

- Bachelor's Degree in Facilities Management, Business Administration, or Construction Management (strongly preferred) or minimum five years' experience in Facilities Management
- Must have experience with management of people including interviewing, scheduling, motivating & evaluating of maintenance staff.
- Must have experience with h-vac, electrical, and plumbing maintenance.
- Must have some computer skills and/or knowledge.
- Demonstrated ability to provide training in maintenance techniques and procedures.
- Demonstrated ability to communicate effectively with diverse groups, both orally and in writing.

Duties and Requirements:

- Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
- Ensure that all activities conform to district guidelines.
- Appropriately operate all equipment and machinery as necessary.
- Give management direction for the constant upkeep and repair of all buildings and grounds in the district.
- Make recommendations for ordering district supplies. Prepare tentative operating budget on an annual basis and prepare cost estimates for various maintenance and grounds keeping for both the short and long term (five years).
- Maintain an annually updated equipment and maintenance inventory.
- Confer with the administration (building and central office) in making recommendations to the Board for hiring maintenance and grounds keeping personnel.
- Assume overall responsibility for the training of all new maintenance and grounds keeping personnel.

- Evaluate maintenance and grounds keeping personnel with input from the building administrator.
- Examine and test new equipment, supplies and maintenance procedures. Recommend the purchase of supplies and equipment.
- Establish a procedure whereby all maintenance and grounds keeping personnel absences will be reported to you before the absence takes place.
- Conduct periodic meetings with subordinate staff (at least 2 times per year) to review operational and safety guidelines, solicit recommendations from staff, and advise of any administrative directives from the central office.
- Types and share monthly Director of Facilities & Grounds Report for BOE to be shared via Board Docs during each regular board meeting.
- Confer with superintendent two times per month to advise and update central office on matters relating to facilities operation and discuss problems involving operation of the physical plan, establish work responsibilities, and finalize work schedules/project completion dates.
- Oversee and ensure construction projects are put out for competitive bids, completed to specification in a timely manner.
- Meet with the superintendent yearly for an annual evaluation.
- Keep abreast of new information, innovative ideas and techniques.
- Oversee the completion of facilities and grounds work orders in a timely manner.
- Adhere to all district health and safety policies.
- Create and present Capital Outlay Plan for facilities and grounds.
- Be responsible for other duties as delegated by the superintendent and board of education.

Physical Requirements / Environmental Conditions:

- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
- Must be able to perform manual tasks requiring moderate physical strength, to include lifting and handling objects up to 50 pounds in weight.
- Requires stooping, kneeling, crawling, bending, turning, and reaching.
- Requires climbing and balancing.
- Must work indoors and outdoors year-round.
- Must work in noisy and crowded environments.
- Must work in and around dust, fumes, and odors.

The district reserves the right to modify job duties or job descriptions at any time.

USD 469 Board of Education Policies

Knowledge, Skills, and Abilities Required:

- Ability to work cooperatively and constructively with others, including the ability to communicate effectively with a broad number of audiences.

- Ability to manage job responsibilities and to meet the established district outcomes.
- Ability to use necessary district-identified computer hardware and software, and other district-provided technology.
- Ability to physically adapt to the compressed time schedule of a school day and year.