

DESERT SANDS UNIFIED SCHOOL DISTRICT
Office of Classified Personnel Services

Classification:

Manager of Buildings and Grounds

Salary Range: 20

Employment Category:

Management/Supervisory

FLSA Designation: Exempt

Job Summary:

This position is under the supervision of the Director of Maintenance, Operations and Transportation and has supervisory responsibility for the employees assigned to the grounds and custodial job classifications; develops plans and schedules for efficient, effective servicing of all District and school facilities as they relate to the grounds and custodial functions; assists in evaluating the service provided to District sites and evaluates grounds and custodial personnel.

Essential Job Functions:

- **Prioritizes** and delegates assignments to the appropriate personnel under his/her supervision.
- **Prepares** departmental budget for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, local and district policies, procedures and guidelines.
- **Monitors** and evaluates the completion of all work assignments as they relate to the grounds and custodial positions.
- **Works** as a District Team member to establish goals, priorities, and expectations, and to develop the action plans and strategies for accomplishing them.
- **Promotes** team involvement and participation in setting goals, priorities, and strategies for safe, efficient and effective plant/facilities operations.
- **Demonstrates** continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- **Available** to respond to emergency call-outs on weekends and after regular working hours; serves in the absence of other managers in the Maintenance and Operations department.
- **Designs** landscape plans and sprinkler systems and supervises their installation and maintenance.
- **Works** with site administrators to provide efficient and effective service in the grounds and custodial areas.
- **Provides** in-service training for grounds and custodial personnel on an ongoing basis.
- **Implements** the District's hazardous communication program as it relates to the operations of the district; performs other related duties as assigned.
- **Assists** in the selection of personnel, follows established District model for employee evaluations and progressive discipline.
- **Interacts** with the Fire Marshal, insurance carrier, safety inspectors, and District Safety/Risk Manager, as it relates to inspection and compliance reports and ensures that all items related to the operations of facilities are expeditiously corrected.
- **Evaluates** and recommends the purchase of new equipment for the purpose of ensuring the efficient and effective operation of the department.
- **Prepares** and maintains records and reports related to operations for the purpose of ensuring compliance with applicable rules and regulations and accurate documentation of information as required.
- **Procures** parts, materials and supplies for the purpose of ensuring availability of required equipment and supplies.
- **Reviews** and oversees work orders, plans and ongoing projects for the purpose of coordinating and supervising work performed by assigned personnel; ensuring the efficient and effective operation of the department.

Other Job Functions:

Assists and coordinates with other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Principles of administration, supervision, management, training, safety and security; Principles of budgeting, costs analysis and reporting; Knowledge of methods, practices, materials and equipment used in the fields of grounds and custodial work; including but not limited to, pesticide applications and regulations, cleaning product applications and general safe applications of all related chemical products used in the course of the daily duties of the grounds and custodial positions. Knowledge health and safety codes, hazardous material codes and requirements, and CALOSHA/OSHA regulations and requirements as they relate to personnel safety. Knowledge of computer hardware and software and applicable programs related to building operations and grounds. Ability to train and motivate personnel, develop accurate and timely written or oral reports and develop complex budgets.
- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 30 pounds, frequently lift up to 15 pounds and constantly lift a minimum of 5 pounds; have the capability to push 30 pounds maximum force and possess the capability to pull 30 pounds maximum force. May sit for long periods of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.
- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with students, site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other hazards include, but are not limited to, Noise/Vibration (driving); Mechanical=Inspecting equipment/electrical repairs; inspecting construction/facilities, asbestos inspection. Other Atmospheric Hazards: Fumes=Paint; Dusts=Pollen, dirt, open fields, machine rooms.
- **Education and Training Required:** High School graduate or equivalent is required; college level training in horticulture, supervision, turf management and related fields is desirable; and five (5) years experience in the field of either grounds, maintenance or custodial work; which include two (2) years of supervisory experience; and training and experience that provide the required knowledge, skills and abilities to accomplish the duties listed. Public school district experience is desirable.

Licenses, Certifications, Bonding, and/or Testing Required:

- Fingerprint/criminal justice clearance.
- Valid California driver's license.
- Tuberculosis clearance.
- Structured testing process in order to establish eligibility list.