

BLANCHESTER LOCAL SCHOOLS

JOB DESCRIPTION

Title: **SUPERVISOR OF BUILDING & GROUNDS** **ADOPTED 12/16/24****Reports To:** Superintendent**Job Objective:** Supervises building and grounds services to maintain facilities to code, enhance function, improve interior/exterior aesthetics and plan new construction.**Minimum Qualifications:**

- A Commercial Drivers License (CDL) may be required as a condition of employment.
- Available to work a non-traditional schedule and irregular hours when needed.
- Basic computer proficiency or commitment to promptly acquire job-related technology skills.
- Demonstrated leadership abilities and a willingness to take on challenging tasks.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- High school diploma or GED. Job-specific skills verified by training and relevant work experience. Building operator certification (BOC). Specialized equipment operator certification may be required.
- Holds/maintains a valid Ohio driver's license. Qualifies to be covered by the district's vehicle insurance policy. Demonstrates a steadfast commitment to defensive driving practices.
- Maintains a record free of criminal violations that prohibit public school employment.

Preferred Attributes: Active listening, creative problem solving, and good time management skills.**Physical Demand Level¹:** Heavy strength (frequently lifting/carrying 50+ lbs.). Duties require communicating verbally, crouching, far/near visual acuity, fine/gross manipulation, operating a motor vehicle, reaching at or below shoulder height and overhead, standing/walking, stooping, using a ladder or work platform, and working with hand/power tools.¹ Abridged U.S. Department of Labor documentation of physical demand characteristics.**Note:** Legally acceptable alternative qualifications, extra assignment-specific skills, and other physical demands deemed appropriate by the board may be delineated at the time of appointment.

**Essential
Functions:****1. Supervises operations to maintain clean, safe, and accessible buildings and grounds.**

- Actively supervises and evaluates assigned personnel. Cultivates staff leadership skills.
- Analyzes key program performance indicators to align budget proposals with strategic district goals.
- Assists with special event preparation and cleanup activities as directed.
- Directs the care of landscaped areas/athletic fields. Manages snow removal operations.
- Ensures clear routes are maintained for emergency egress. Ensures security systems are operating properly (e.g., audio/visual alarms, emergency lights, exit signs, locks, panic bars, etc.)
- Inspects buildings, equipment, and grounds. Develops an action plan to resolve problems.
- Instructs assigned staff in equipment, materials, and methods for proficient job performance.
- Maintains Material Safety Data Sheet (MSDS) information for all chemicals used/stored in district facilities. Trains staff in health, and safety regulations/procedures (e.g., cleaning up blood, body fluids/tissue, chemical spills, hazardous materials, mold, etc.)
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Manages facility planning, building/site renovations, and new construction projects.
- Monitors work provided by outside vendors to ensure compliance with district specifications.
- Performs building safety assessments. Distributes materials to emergency response providers (e.g., blueprints, chemical storage locations, electric/gas/water line shutoffs, emergency doors, fire suppression equipment, first aid supplies, staff directory, room numbering diagrams, etc.)
- Provides a safe/orderly environment for district events. Oversees traffic/crowd control activities.
- Requisitions supplies. Investigates products, services, and costs (e.g., on-time delivery, order fulfillment accuracy, quality standards, technical support, etc.) Negotiates volume discounts/long-term contracts. Maintains procurement records.
- Serves as an active member of the administrative team and adviser to the superintendent.
- Uses technical and physical skills to perform a wide range of maintenance tasks (e.g., building codes, electrical, equipment failures, local ordinances, plumbing, structural integrity, etc.)

2. Consistently performs all aspects of the job. Diligently pursues high quality results.

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

3. Maintains open/effective communications. Serves as a reliable information resource.

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Helps the community understand district policy objectives and administrative procedures.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

4. Pursues opportunities to enhance job knowledge and skill proficiency.

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

5. Keeps current with emergency preparedness and response procedures.

- Helps implement and monitor health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

6. Performs other specific job-related duties as directed.

- Implements district strategies to advance organizational goals.

Performance Evaluation: Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

Working Conditions: The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

Encounters with aggressive, angry, rude, or unpleasant individuals.

Exposure to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

Exposure to blood-borne pathogens or contagious diseases.

Exposure to severe weather conditions or temperature extremes.

Movements that require balancing, bending, climbing, crouching, kneeling, or reaching.

Operating or riding in a vehicle. Working in or near vehicular traffic.

Performing tasks that require complex sequencing, dexterity, strength, stamina, etc.

Traveling to meetings and work assignments.

Working at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.