

Williams Bay School District

Position Title: District Director of Buildings and Grounds & Technology Support

Reports to: District Administrator & Building Principals

Job Goal

The primary area of responsibility is that of coordinating and supervising the maintenance of building and grounds. Supervise and lead custodial/ maintenance personnel who are responsible for providing students with a safe, attractive, comfortable, clean, and efficient building in which to learn, play, and develop. The Director of Building and Grounds must be knowledgeable in the areas of plumbing, HVAC, electrical, carpentry, and general maintenance. In addition, he/she has a major responsibility for the upkeep of the school grounds.

To provide leadership, consultation, and technical assistance to the District and its staff in the utilization and implementation of technology. Maintain visible presence throughout the District by making regular visits to buildings and classrooms. Works with administration to ensure that the District provides technology resources that enhance instruction and learning.

The job demands the ability to bend and lift, stand and/or walk for extended periods of time, and to climb and reach. Properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.

Required Qualifications

- High school diploma
- Job related training or skills, preferably in an educational setting.
- Training in Computer Science or related field
- Strong communication skills
- Ability to organize and manage people.
- Demonstrated knowledge and skill in administering networks and computer systems.
- Knowledge of proper use of all school vehicles and all custodial equipment
- Demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.
- Ability to assume responsibility, display initiative, and exercise good judgment.
- Experience facilities management software preferred, Metasys experience preferred.
- Experience in managing social media applications.

Essential Functions

- Reports immediately to the District Administrator any damage to school property and significant equipment failure.
- Supervises groundskeeping efforts and maintaining a clean and pleasant looking property.
- Supervises general cleaning and maintenance of the school buildings.
- Assumes responsibility for the general security of the buildings.
- Assumes responsibility for the fire safety of the buildings.
- Performs emergency repair services as needed.
- Conducts an ongoing program of general maintenance, upkeep, and repair.
- Oversees overall maintenance of district vehicles and equipment.
- Serves as liaison for all general contractors and district administration regarding services to buildings and grounds.
- Sets agenda and general supervision of other maintenance staff.
- Available to fire and police departments on a 24-hour call basis when building or ground alarms sound.
- Makes minor plumbing and electrical repairs as needed.
- Assists HVAC Contractor on HVAC maintenance and supervise replacement of air filters as needed.
- Establishes and recommends, in cooperation with building administrators, priorities on repair projects and estimates the costs of these projects.
- Consults with building administrators regarding the establishment of a regular preventative maintenance program.
- Maintains confidentiality regarding students, student records, parents, staff, and any other school-related issues.
- Maintains the folder on Material Safety Data Sheets for hazardous chemical s used in cleaning operations and other district operations.

Personnel

- Coordinates with technology contractor and directs the contractor on what work must be completed.
- Manages custodial operations, sets custodial standards, hires/evaluates staff, manages custodial/maintenance coverage, and approves timecards.
- Recruits, screens, assists in the hiring and training of all maintenance personnel.
- Monitors the attendance for all maintenance employees in the district.
- Responsible for evaluation and supervision of maintenance staff and seasonal employees. This includes recommendations to the District Administrator related to the performance of any maintenance staff member.
- Responsible for scheduling maintenance staff and seasonal employees in cooperation with the District Administrator.
- Recommend and encourage maintenance staff to attend workshops, seminars, etc. to improve their knowledge and performance.
- Advises on the hiring of contractors to perform certain maintenance or repair services and monitors the performance of these same contractors.

Finance & Budget

- Develop the District's maintenance and technology hardware budget in cooperation with the District Administrator and Business Manager.
- Develops RFPs for new services/equipment along with the District Administrator or Business Manager.
- Orders and receives supplies and equipment and maintains necessary inventories.
- Ensures all maintenance department and technology purchasing procedures comply with finance directives and district policies.
- Develops and maintains Capital Improvement Plan and Technology Infrastructure Plan.
- Maintains Facility Audit and Inventory Management program.

Technology Duties

- Coordinate the installation, repair and maintenance of computer equipment, technology systems and networks.
- Coordinate the installation, repair and maintenance of telecommunications systems including video, data, internet, and distance education.
- Plan and manage the configuration and timely maintenance of the entire network infrastructure including equipment, servers, PC's, operating systems, and network filtering systems.
- Maintain an up-to-date inventory list of all computer hardware used in the district.
- Address technical problems that arise related to computer software and hardware.
- Provide day-to-day management of technology, including help desk support and Chromebook distribution and repair.
- Researches, evaluates, and implements appropriate, current, and emerging trends and developments in instructional technologies, including information access and delivery systems, networking, and telecommunications.
- Maintains records for email addresses, software programs, and district testing.
- Shows professional growth by continuing with education, attending conferences and workshops, and keeping current on new technology developments.
- Work with the technology contractor to troubleshoot problems, answer questions, and manage implementation of projects.
- Assist with management of network infrastructure, servers, VOIP phones and district applications.
- Consult with users to determine software and hardware needs.
- Document hardware and software updates.
- Handle customer tech support inquiries and issues.
- Research and evaluate data to advise on purchasing options.
- Test compatibility of new and existing systems.
- Troubleshoot staff-generated technical requests to solve problems and maintain productivity.

Community Liaison

- Assists in building and maintaining community outreach programs in accordance with building goals and visions, as well as district goals and visions.
- Manages the District Facility use and building rental program.
- Promote a positive image of the District at all times.

General

- Performs such other tasks as may be assigned by the District Administrator and building principals.

Physical Demands & Work Environment

Employee has frequent contact with students and members of the community. While performing the responsibilities of this position, the employee is regularly required to engage in conversation and is required to utilize communication skills, such as speaking and listening. The Employee is required to sit, stand, and walk at regular intervals throughout the workday. Specific vision abilities required for this job include close vision, color vision, and ability to adjust focus. Essential functions require a high level of concentration and attention to detail.

The physical demands and work environment characteristics described above and within the job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

The School District of Williams Bay is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Terms of Employment:

At will employee. Compensation, employment responsibilities and hours are to be arranged by the District Administrator or Director of Buildings and Ground and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

Evaluation:

Performance of this job will be evaluated annually following provisions of the Board of Education's policy on evaluation of support personnel.