

ASSISTANT BUILDING AND GROUNDS MANAGER

Primary Function

Under direction, assists in the supervision of the Custodial and Landscaping Departments; assists in the organization and implementation of the district-wide facilities assessment program including those assessments defined in Title II of the Americans with Disabilities Act (ADA); participates in the implementation of all compliance activities related to statutes and regulations set forth by all applicable regulatory agencies; acts as construction/project manager on designated maintenance and facilities improvement projects.

Directly Responsible To

Building and Grounds Manager

Supervision

Area Facility Managers

Custodial Staff

Landscape staff

Supervises and evaluates assigned classified staff.

Major Responsibilities

1. Assists in the selection, training and evaluation of all Custodial and Landscape personnel.
2. Conducts on-site assessments of all district grounds and facilities to ensure safe and efficient operation and conformance with all regulatory guidelines.
3. Estimates, plans and schedules grounds improvement and maintenance project costs.
4. Assists in the development of policies and procedures to comply with all established laws, rules and regulations formulated at all governmental levels and regulatory agencies.
5. Reviews programs, activities and services in an effort to identify fire/life safety issues, cleanliness and/or environmental concerns or accessibility barriers.
6. Recommends barrier removal and nonstructural alternatives to barrier removal.
7. Develops and recommends a schedule of priority for all barrier removal activities.
8. Recommends on-going compliance efforts related to facility maintenance.
9. Assists in the development and distribution of a written transition plan incorporating all requisite components as identified in the ADA.
10. Assists in the administration of the District's pest control program.
11. Acts as a construction manager on designated grounds, maintenance and facility improvement projects.
12. Co-administers the District work order management system.
13. Represents the district with school officials, parent groups, special interest organizations, advocacy groups and others regarding related issues.
14. Assists in the reparation and presentation of reports as needed.
15. Assists in the Coordination of all compliance activities.
16. Administers tool, equipment and supply inventories in the Custodial and Landscape Departments.
17. Attends job-related meetings and activities specified by the Director of Facilities, Operations and Resource Conservation.
18. Performs additional duties assigned by the Director of Facilities, Operations and Resource Conservation or his/her designee.

Assistant Building and Grounds Manager – Continued

19. Performs those duties and responsibilities, including supervisory and advisory duties as may be prescribed by the Superintendent.
20. Assists in the supervision of the Equipment Mechanic group.
21. Assists in the supervision of the purchasing handling, storage and disposal of all hazardous and restricted materials used in the District.
22. Assists in the preparation of District Hazardous Materials Business Plans.
23. Assists in the management of all hazardous materials incidents.
24. Co-manages a district-wide Asbestos Hazard Emergency Response (AHERA) program.
25. Works with architects and other outside professionals in site planning, development and landscape improvement projects.
26. Participates in both long and short term planning activities for the Custodial, Landscaping, Security and Resource Conservation programs.
27. Assists in the development of financial plans in support of the short and long range facility master plans, and prepares and submits applications and plans for agency review and approval.
28. Trains, supervises and evaluates subordinate personnel.
29. Assists subordinate personnel in resolving employee performance deficiencies.
30. Assists in the oversight of the mandated training of all Maintenance and Operations staff.
31. Assumes the position of Building and Grounds Manager in the absence of the incumbent.
32. Maintains a valid California Driver's License and has reliable transportation to travel between sites in a timely and efficient manner.

Qualifications

Knowledge and Skills

1. Knowledge of the operation and maintenance of housekeeping and landscape tools and equipment.
2. Knowledge of the methods and principals of project design and construction, landscape maintenance and commercial building maintenance.
3. Knowledge of modern supervising practices and principles.
4. Knowledge of the layout and maintenance of athletic facilities and grounds installations.
5. Knowledge of plants, soils, fertilizers, pests, pest control strategies and plant diseases.
6. Knowledge of the general mandate of the ADA and the basic principles of facility accessibility.
7. Knowledge of general facility maintenance practices.
8. Knowledge of construction management and supervisory principles and practices.
9. Knowledge of fundamental practices and procedures of hazardous materials control.
10. Skill in developing and maintaining a district-wide regulatory compliance program.
11. Knowledge of federal, State, and Local regulations.
12. Skill in planning and coordinating the efforts of district landscape and maintenance personnel.
13. Skill in training and evaluating the work of subordinates
14. Skill in maintaining accurate records and preparing detailed reports.
15. Skill in establishing and maintaining effective relationships with others.
16. Ability to exercise good judgment and tact.
17. Ability to cope with emergency situations.
18. Knowledge of principles of organization and management.
19. Ability to assemble and analyze data, and make appropriate recommendations for action.
20. Ability to initiate and coordinate programs and projects.

Assistant Building and Grounds Manager – Continued

21. Knowledge of school district operations and procedures.
22. Skill in establishing and maintaining effective work relationships.

Education, Training, and Experience

1. A combination of education and experience equivalent to two years of increasingly responsible experience in grounds/facility construction or maintenance and/or the administration of facility compliance programs.
2. Successful technical experience preferably related to facility maintenance, design or construction and the control and abatement of hazardous materials.

Sample Physical Abilities

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds; .

Diablo Managers' Association

Approved by Board of Education:

