



# TAMASSEE DAR SCHOOL

*“Reaching for the Stars”*

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**JOB TITLE:** Buildings and Grounds Manager

**DEPARTMENT:** Buildings & Grounds

**SUPERVISOR:** Operations Officer

**CLASSIFICATION:** Salary, Exempt

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**POSITION SUMMARY:** The Buildings and Grounds Manager is responsible for and supervises the maintenance, care, and efficient operation of all equipment, grounds and facilities used by the organization

## **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

- Oversees Buildings Maintenance and Prevention
  - Establish a regular routine for inspecting all areas of building maintenance, i.e., electrical, plumbing, safety issues, etc.
  - Make recommendations to the Chief Executive Officer when current and/or projected maintenance requirements will exceed costs deemed customary
  - Plan work schedules and supervise maintenance staff
  - Serve on-call status for maintenance emergencies
- Oversees Grounds Maintenance and Prevention
  - Prevention of regressive conditions of all areas of campus property
  - Work closely with grounds staff for the care and beauty of lawns, shrubs, trees, gardens, etc.
  - Plan work schedules and supervise grounds staff
  - Share with the Chief Executive Officer any current or projected needs that are deemed in excess of customary
- Oversees Vehicle Maintenance and serves as Safe Driver Trainer
  - *Maintain the vehicles that are the responsibility of operations*
  - *Serve as coordinator of vehicles*
  - *Make recommendations when needs exceed customary*
  - Train staff on safe operation of all vehicles.
- Report on the conditions, needs and goals for future growth and development of the facilities.
- Work cooperatively as a team member to accomplish the goals and mission of Tamassee DAR School
- work effectively with all levels of co-workers focusing on the overall good of Tamassee DAR School
- Ensures security and emergency preparedness procedures are implemented properly.
- Conducts and documents regular facilities inspections.
- Checks completed work by vendors and contractors.
- Recommends maintenance, mechanical, electrical, and facility design modifications.
- Communicates workplace safety precautions to employees.
- Help meet the quality improvement efforts of Tamassee DAR School by supporting and encouraging a culture of excellence and continual improvement.
- Other duties as assigned by the Chief Executive Officer.

## **ADDITIONAL LEADERSHIP DUTIES**

Serve as member of the Department Leadership Team

Serve as a member of the Buildings & Grounds Committee

Be available for meetings with members of the Buildings & Grounds Committee

## **QUALIFICATIONS**

- Must have a high school diploma or equivalent.
  - Must be able to pass a drug test.
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- They must have no criminal history and a clean driving record.
- Must have a broad experience in the areas of maintenance of buildings and grounds. Special attention in the areas of light construction as it relates to carpentry, electrical and plumbing.
- Must have the necessary personal and business skills to interact successfully with children and adults.
- Some background in cost analysis of maintenance as well as the skills to work successfully with skilled vendors in various areas of repair and construction.

## **WORKING ENVIRONMENT**

The work environment could include exposure to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to extreme cold and extreme heat.

## **OTHER DUTIES**

All other duties as required by supervisor.

## **ACKNOWLEDGEMENT**

By my signature, I attest that I understand my job responsibilities and agree to perform my duties as presented in the above Job Description.

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Employee Signature

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Date