

River Bend Community Unit School District #2

Where Everybody is Somebody



Darryl Hogue Ed.D., Superintendent
River Bend District Office
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PLEASE POST

POSITION AVAILABLE

River Bend District Director of Buildings and Grounds See Attached Job Description

Interested candidates should submit a resume and letter of interest to:

Darryl Hogue, Superintendent
River Bend District Office
1110 3rd St, Fulton, IL 61252
dhogue@riverbendschools.net

DEADLINE

Internal – October 1, 2024

External – October 15, 2024

River Bend is seeking to hire a building and grounds director prior to the current building and grounds director retiring. River Bend is seeking a qualified building and grounds director who can fulfill the duties outlined in the Building and Grounds job description.

A newly identified candidate will be paid hourly during the transition period with the current building and grounds director. After the transition period, the newly hired building and grounds director will be paid an annual salary.

The position is paid an annual salary. The position provides paid employee only health insurance, 15 sick days, 2 personal days, 2 bereavement days, and 10 days of vacation after the first year of service and is an Illinois Municipal Retirement Fund (IMRF) position. A tool stipend may be provided. Travel support is also provided by the district.

cc: Craig Hafner
9/20/2024

River Bend Community Unit School District #2
Job Description

Title: Director of Buildings and Grounds

Qualifications:

1. Good health, subject to physical exam, drug test, high school diploma, and citizen of the United States.
2. Demonstrated aptitude or competence for assigned responsibilities.
3. Professional and personal excellence as board specified.

Reports to: Superintendent

Supervises: Supervises custodial staff in consultation with the principals and superintendent

Job Goal: Ensure the physical plant, playground, grounds, and parking lots are appropriately maintained and kept in good repair with focus on completing electrical, plumbing and HVAC maintenance and repairs in-house.

Performance Responsibilities: The Director of Buildings and Grounds will:

1. Ensures daily cleaning, provides supplies and assures a safe learning environment for the district preschool building.
2. Assume responsibility for general security of the preschool building.
3. Assume responsibility for general fire safety of the preschool building.
4. Serve as the district asbestos Designated Person and assure compliance with all asbestos laws and regulations.
5. Clean and maintain all HVAC (Heating, Ventilation and Air Conditioning) units in the school district.
6. Assume responsibility for regulating HVAC systems to provide temperatures appropriate to the season and to assure economical use of fuel, water and electricity.
7. Participate in necessary painting and general repairs to plumbing, electrical, carpentry, windows, and general mechanical areas.
8. Order and receive supplies and equipment and maintains inventories.
9. Examine buildings on a regular basis for needed repair and maintenance.
10. Conduct an ongoing program of general maintenance, upkeep and repair.
11. Perform emergency repair services as necessary.
12. Receive and respond to fire and safety calls.
13. Plan and oversee all maintenance and repair work and develop an efficient system for completing repairs and routine maintenance.
14. Inform the building principal or district superintendent if maintenance or a repair demands an outside contractor to complete the work and, upon approval from the principal or superintendent, make arrangements with the contractor to complete the work providing assistance to the maximum extent possible.
15. Perform to the satisfaction of the employer.
16. Perform other duties as assigned by principals or the superintendent.

Risk Management:

1. It has been determined that 15% of the Director of Buildings and Grounds time will be spent on Risk Management.
2. Inspect building, grounds, and equipment to provide protections to the local district, its employees, students, and the public and report deficiencies to the superintendent.
3. Maintain the condition of the buildings and grounds in compliance with state and Federal laws regarding employee and public health and safety.

Terms of Employment: Twelve months. Hourly salary to be established by the Board.

Evaluation: Performance of this job will be evaluated by the superintendent cooperatively with district principals annually in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.