

**JOB POSTING
SLINGER SCHOOL DISTRICT
207 POLK STREET
SLINGER, WISCONSIN 53086
November 27th, 2017**

POSITION: MANAGER OF BUILDINGS AND GROUNDS

LOCATION: Slinger District Office
207 Polk Street
Slinger, WI 53086

DESCRIPTION: The Slinger School District is seeking a successful leader to join the district office team, supervise the assistant manager of buildings and grounds, and supervise all maintenance processes and all custodial processes.

QUALIFICATIONS: Leading candidates will possess a high school diploma, at a minimum, with additional training in various technical areas and/or trades desirable; have a minimum of three years of successful custodial and/or maintenance experience; have demonstrated leadership experience in a similar job setting; and, have the ability to work effectively with staff, students, and the public.

COMPENSATION: Salary and benefits to be negotiated.

Interested applicants should access the employment link on our district website (www.slinger.k12.wi.us) and complete an electronic application through the WECAN system by January 5th, 2018.

Daren Sievers
d.sievers@slingerschools.org
Superintendent
Slinger School District
207 Polk Street
Slinger, WI 53086
262-644-9615

“A Tradition of Excellence”

**SLINGER SCHOOL DISTRICT
POSITION DESCRIPTION
MANAGER OF BUILDINGS AND GROUNDS**

11/17/17

POSITION:

The manager of buildings and grounds is a member of the administrative team and reports directly to the superintendent. The primary role of the manager of buildings and grounds is to provide all staff and students with a learning environment that is safe, clean, attractive, and functioning effectively and efficiently. This manager is responsible for all custodial and maintenance personnel and functions, as well as, all other duties assigned by the district administrator or the assistant district administrator.

SUPERVISES:

- The assistant manager of buildings and grounds
- All maintenance processes
- All custodial processes

QUALIFICATIONS:

- Possess a high school diploma, at a minimum, with additional training in various technical areas desirable;
- Have a minimum of three years of successful custodial and maintenance experience;
- Demonstrated leadership experience in a similar job setting; and,
- Have ability to work effectively with staff, students, and the public.

PERFORMANCE RESPONSIBILITIES:

- Develops a comprehensive, long-range maintenance plan for all district facilities;
- Oversees maintenance budget;
- Establishes appropriate custodial, maintenance, grounds keeping, and security schedules and routines for each building;
- Leads the selection process of all custodial and maintenance contractors;
- Evaluate all custodial and maintenance contractors;
- Insures that custodial and maintenance personnel are consistent with state laws and department rules and regulations;
- Regularly inspects all school facilities for health, safety, and other state requirements as the district's safety coordinator;
- Selects, directs, and supervises all "outside" contractors;
- Supervises and analyses energy consumption and implements energy conservation programs and practices;
- Stays abreast the latest developments and products in the custodial and maintenance field;
- Be on call for District alarm systems;
- Regularly updates the administrative team on District and Building issues;
- Oversee maintenance and upkeep of District Vehicles;
- Performs all other tasks assigned.

TERMS OF EMPLOYMENT:

This position is contracted for 260 days per year with salary, fringe benefits, and other conditions of employment established by the superintendent and approved by the board. Performance shall be evaluated by the superintendent.