



JOB DESCRIPTION

JOB TITLE: **Director of Facilities**

Position Type: Exempt	Department: Facilities
Salary Schedule: Exempt	Location: Administrative Center
Salary Range: 8	Reports to: Deputy Superintendent of Fiscal & Business Services
Term of Employment: 12 months	Date: December 15, 2017
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Is responsible for district-wide facilities maintenance.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Tours each campus at least six times a year with Plant Foreman for the purpose of assessing overall conditions of the facilities and performance of the maintenance crews.
- Arranges annual meetings with the Elementary, Middle School, and High School principals for an informal evaluation and to assess the Principal's perspective of the Facilities Maintenance Department.
- Works in conjunction with the Facilities Team Members (Facilities Planning Coordinator and Construction Coordinator) to develop the recommendations for existing facility improvements relating to maintenance, code violations, and other legal requirements.
- Schedules repairs and reviews and approves work orders and assigns jobs on a priority basis to supervisors.
- Establishes and maintains a preventative maintenance program of all aspects of the school facilities.
- Prepares bid documents utilizing district employees as an alternative for work or services provided by a contractor.
- Maintains up-to-date "As-Built Drawings" on all campuses and incorporates changes and additions as required.
- Provides overall supervision of buildings and grounds and district maintenance crews.

- Supervises and evaluates all employees in the Facilities Maintenance Department per the Administrative Organizational Chart.
- Approves all overtime of district crews.
- Monitors and approves time cards, vacation schedules, sick leave of district crews.
- Acts as liaison between schools and patrons in the community's use of facilities, advising on policy and procedure.
- Maintains files, insurance clearances, applications for all groups using District facilities, and the accounts receivable operations for rental of the facilities.
- Monitors energy usage on each campus and implements effective management conservation strategies.
- Maintains keying and security systems for all facilities throughout the District.
- Responds to emergency call at all facilities on a 24-hour basis.
- Monitors and operates the Facilities Maintenance Department within established budget.
- Initiates the procurement of materials and equipment for district crews.
- Interviews and makes recommendations to the Principals regarding qualified applicants for school maintenance and custodial staff.
- Maintains compliance with all city, county, state, and federal building, health, and safety codes - including hazardous materials requirements.
- Continuously evaluates new products, material, and equipment for use by district and campus crews.
- Conducts regular inspections of all fire detention and prevention devices including extinguishers, alarm systems, and exits.
- Establishes and maintains a safety program for all facilities maintenance and custodial employees.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- Manages 1-3 supervisors who supervise a total of 5-15 employees of the District Maintenance teams.
- Is responsible for the overall direction, coordination, and evaluation of this unit.
- Directly supervises 1-3 non-supervisory employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates excellent knowledge of all trades and building codes.
- Displays excellent management and supervisory skills.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must be certified as an AHERA Asbestos Management Planner.
- Must be certified as an AHERA Asbestos Building Inspector.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree (B.A.) preferred, but not required.
- Minimum of five years of experience as supervisor of facilities maintenance.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 50 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.