



Fremont Union High School District

Position: School Facilities Manager

Work Year: 246 Duty Days

Summary of Basic Functions & Responsibilities

Under the direction of a school Principal, plan, assign and manage the work of custodians and grounds and maintenance personnel assigned to a large high school plant; train and evaluate assigned personnel. Understand and work effectively with people from different cultures.

Essential Duties & Responsibilities

- Plan, assign and manage maintenance and operations personnel assigned to a high school plant; assure school buildings, grounds, facilities and equipment are operational and health, safety and security policies and guidelines are met.
- Inspect school buildings and grounds to assure that proper safety, cleaning and sanitation standards are maintained; assume responsibility for school alarm system.
- Arrange for necessary repair work by vendors and District maintenance personnel; contact vendors by telephone/email as necessary; inspect and review work performed to assure District standards are met.
- Plan, assign and manage the work of grounds keeping personnel engaged in maintenance and care of trees, shrubs, lawns and athletic fields.
- Operate a computerized energy management system.
- Confer with school administrators in planning maintenance and cleaning of school campus.
- Order custodial supplies and materials needed to maintain school; direct delivery and warehousing of all school supplies.
- Assist in selection of custodial, grounds and maintenance personnel; train and evaluate personnel; conduct meetings with assigned personnel to provide technical work direction and general information.
- Maintain records concerning personnel, work requests supplies and other matters; prepare reports as required; maintain time sheets and assign overtime; process necessary payroll forms.
- Plan and implement a preventive maintenance program for school buildings and grounds.
- Develop and oversee the custodial/maintenance site budget.
- Coordinate use of school facilities with staff and community groups; communicate with users about specific needs; assist the public as necessary.
- Assure that all safety requirements are followed by crew(s).
- Respond to emergency call-backs during off-duty hours.
- Perform related duties as assigned.

Qualifications

Knowledge and Skills:

- Methods, materials and equipment used in custodial, grounds keeping and building maintenance work.
- Principles of training/evaluating and providing work direction.
- Methods of organizing, prioritizing and assigning work to individuals and groups.

- Operation of a computer terminal.
- Applicable sections of the State Education Code and other applicable laws.
- Laws, rules and regulations related to assigned activities.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Proper lifting techniques.
- Technical aspects of field of specialty.
- Working effectively with people from different cultures and valuing the interests of our diverse community
- Collective Bargaining Agreements-CSEA and FEA.

Abilities:

- Plan, assign and manage the work of custodians and grounds and maintenance personnel assigned to a large high school plant.
- Train, supervise and evaluate personnel.
- Assign and review the work of others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Maintain and implement the custodial budget.
- Operate a computerized energy management system.
- Understand and carry out oral and written directions.
- Estimate time and materials on a wide variety of activities.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Perform skilled work in the construction, renovation, maintenance and repair of building and facilities
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

- A High School Diploma or its equivalent supplemented by four years of responsible experience in the building maintenance trades including at least one year of lead or supervisory experience.

Licenses and Other Requirements:

- Valid California driver's license.
- Fingerprint clearance from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI).

Working Conditions:

- Lifting, walking, standing; noise of machinery; working outside; use of tools, equipment and chemicals; on call 24 hours daily.