

## **Job Description**

### **Assistant Director of Facilities**

**Job Summary:** In coordination with, and reporting to the Director of Facilities & Technology, the Assistant Director of Facilities helps manage and supervise all aspects of the custodial and maintenance departments. This includes custodial services, building maintenance, building systems, athletic fields, grounds, and construction projects. Responsible for supervising building maintenance and repair work as well as special remodeling/construction projects, supervising work orders with internal staff and outside vendors, procuring maintenance supplies and equipment, organizing and maintaining maintenance department records and contracts, and ensuring that the appearance of the District's schools and grounds are in line with expectations. The position plans, schedules, supervises, and assists with a wide range of regular and special functions, activities and projects of the maintenance department, including ongoing preventive maintenance tasks, major and minor repairs, remodeling, and new construction projects. The Assistant Director regularly inspects buildings and facilities to identify needed maintenance and repair work. Requires the ability to work evenings and some weekends and emergency situations related to alarms, weather issues, and building systems.

#### **Essential Duties and Responsibilities:**

- Assist the Director in scheduling and supervising assigned staff for the custodial services, maintenance, repairs, and operations of all the district's properties and buildings as assigned by the Director. A heavy emphasis will be placed on the supervision of custodial staff throughout all of the district properties.
- Assist the Director in the selection, training, development, and evaluation of maintenance and custodial department.
- Develops, schedules, and manages a preventive maintenance program and utilizes computerized work order system.
- Knowledge of inspections of buildings, grounds, building systems, heating plants, water treatment, and life safety equipment.
- Ensures that staff conforms to state and federal regulatory requirements.
- Contribute feedback for employee work performance.
- Assist in the planning and maintenance of fire, burglar, access control, camera, and other building systems.
- Comprehensive knowledge of construction methods, plans, specifications, and cost estimates.
- Works with the Director to prepare plans, specifications, scope of work, drawings, and estimates for maintenance projects, capital projects, and maintenance repairs.

- Identifies, reports, prepares solutions, and writes reports for mechanical, structural, and building deficiencies.
- Follow procedures for the requisitioning of maintenance parts, building supplies, custodial supplies, service contracts, tools, and other materials.
- Acts as a project manager and schedules, monitors, and inspects work provided by in house craftsman and outside contractors to ensure work meets appropriate standards.
- Assists Director with scheduling staff to assure adequate coverage for regular and special school activities and other overtime opportunities.
- Responds to alarm calls as needed on a 24-hour, 7-day schedule.
- Assist in the preparation and justification of maintenance and operations budgets.
- Manages vendor relationships and ensures that all vendors conform to district procurement policies.
- Uses PC, phone, text, and email for communication, work orders, and other related correspondence.
- Assist in planning and direction of snow removal and ice control activities.
- Assist in planning and directing athletic field maintenance including agronomic goals and coordination with athletic and related departments.
- Assists with formal technical guidance and/or training to department personnel.
- Performs all other duties as assigned by the Director of Facilities and Technology.

Terms of Employment: Position is full year, full time, 40 hours per week. Working hours may be split to both day and evening work. Certain days of the year may require change or modified working hours.

**Reports to:** Director of Facilities & Technology