

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Facility Manager – District Office
Pay Table: Support
Pay Grade: 11
FLSA Status:
Job Code: 709
Reports to: Facilities Administrator/Custodial Coordinator

JOB SUMMARY

Under the direction of the Facilities Administrator/Custodial Coordinator, the District Office Facility Manager has responsibility for the cleaning and maintenance of this district office buildings and grounds, the supervision of custodial employees, and the scheduling of activities in the district facilities.

ESSENTIAL JOB FUNCTIONS

- Supervises and assists with the cleaning and maintenance of the district administration buildings.
- Hires custodial staff. Interviews and hires part-time staff. Completes and submits personnel action forms. Monitors custodial payroll (maintaining and signing time cards) and manages custodial budget (ensuring that hours remain within budget).
- Assigns duties to custodial employees and supervises their work. Evaluates job performance; handles discipline and maintains related documentation for custodial employees. Makes recommendations on employee termination, pay increases, etc.
- Orders custodial supplies and equipment, keeping within budget. Correlates delivery of custodial and other supplies and/or equipment with Central Supply and warehouse. Receives, signs for, distributes or stores custodial and other supplies and equipment. Records inventory numbers and equipment locations. Submits all data to district and enters inventory record. Assists with inventory of district supplies and equipment. Obtains signatures for equipment leaving building and provides information to secretary for inventory record adjustment.
- Unloads and assembles furniture and equipment. Moves file cabinets and other furniture.
- Assists with arrangements for district meetings and other activities held at school locations and in the administration facilities (District auditorium, Kendell building, Related Services building and 20 North Main building). Directs and assists with

transportation and setting up of sound systems, arranges refreshments, cleans up after functions, etc. Includes weekend activities.

- Coordinates custodial activities and schedules the contract construction work.
- Trains the custodial staff in cleaning and maintenance procedures and in the safe use

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of hazardous materials. Monitors MSDS program and trains custodians in correct use of cleaning chemicals.

- Conducts quarterly risk management and other inspections. Prepares and submits required reports (that e.g., annual risk management report, monthly boiler reports, quarterly safety reports, yearly health report).
- Inspects, maintains, and may make minor repairs on facilities and equipment (i.e., Heating and cooling equipment, custodial equipment, furniture). Initiates work requests to the maintenance department, coordinates with and assists the maintenance staff working in the building. Approves (signs for) maintenance work as completed. Maintains log of maintenance calls.
- Supervises and assists with grounds maintenance. Waters, mows and trims the lawns. Programs, services and repairs the sprinkling systems. Removes ice and snow.
- Transports highly confidential materials to burn plant for disposal.
- Cleans, washes, fuels and schedules service and/or maintenance for three district vehicles. Operates assigned man for transport of sound and other equipment to activity locations, and hauling of other job-related materials.
- Maintains responsibility for the security of the facilities 24 hours per day (locks and unlocks the buildings, performs weekend and holiday building checks, checks fire and burglar alarms, etc.) Responsible for building in case of natural disaster (i.e. inspects building, shuts off valves and water). Coordinates with district Security office.
- Attends district meetings, as assigned by supervisor.
- Assists with computer and office work as needed.
- Supervises and assists with arrangement of decorations for district office complex.

MINIMUM REQUIREMENTS

- Completion of district 9-week custodial training program.
- Three (3) to five (5) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- District custodial training certification.
- District chemical safety training, asbestos training, and M.S.D.S. hazardous communications training required after hiring.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and write and perform mathematical functions.
- Thorough knowledge of cleaning and sanitation procedures, including familiarity with cleaning chemicals and their uses.
- Knowledge of relevant health and safety regulations.
- Basic knowledge of heating, cooling, electrical and sound system operations and ability to diagnose and make some minor repairs.
- Knowledge of OSHA laws, Federal Employment Regulations, and the Utah Health Code.
- Basic computer skills.
- Ability to organize and supervise and train custodians.
- Good interpersonal skills required for interactions with the public.

- Basic knowledge of asbestos maintenance.
- Ability to make budget recommendations and manage department budget.

PHYSICAL DEMANDS

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Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in an environment where errors can lead to significant physical or mental consequences.

The Davis School District has the right to revise this position description at any time.