

Job Title:	Specialist, Facilities Services
Grade Level/Terms of Employment:	Grade 123/260 Days (12 months)
FLSA Status:	Exempt
Work Location:	Facility Services, 1461 Commerce Road
Immediate Supervisor:	Director, Facilities Services

General Description:

The Facilities Services department is responsible for the management of school facilities including planning, organizing, directing, and supervising maintenance, repairs and capital improvement projects. The Specialist, Facilities Services supports this work by serving as a liaison between the department and schools and external stakeholders. The Specialist also maintains key records for the department.

Essential Duties and Responsibilities:

- Serves as a liaison between Facilities Services and school based staff; provides exemplary customer service to schools
- Creates and fosters collaborative working relationships with vendors and contractors
- Coordinates various building inspections with inspectors and vendors; keeps accurate record of annual inspections and ensures certificates are on file
- Tracks vendor contracts and ensures they are maintained according to procurement policy
- Manages, provides training on, and creates reports from division's online work order management system
- Tracks and balances the department's operational and CIP budget and prepares financial analysis and reporting as needed
- Maintains a system for all operating/maintenance manuals and as-built drawings
- Manages and evaluates the work of direct reports
- Updates the department website as needed
- Performs other duties as assigned

Qualifications:

- Associates degree required, Bachelor's degree preferred in business or related field
- Minimum five years of work experience
- Prior experience in a school division preferred
- Strong project management and organizational skills with the ability to track intricate details and prioritize multiple initiatives and timelines in a fast-paced work environment
- Outstanding interpersonal and teamwork skills; ability to work collaboratively with internal and external stakeholders
- Excellent communication skills (oral and written)
- Ability to work both autonomously and collaboratively to solve problems and develop innovative solutions
- Strong computer skills and knowledge of databases and relevant software programs; proficiency in Google Suites
- Possession of a valid driver's license
- Bilingual/fluency in Spanish preferred