

Waunakee Community School District
Director of Facilities
Job Description

Reports to: Business Manager

Supervises: All regular and temporary Maintenance and Custodial Staff
Administrative Assistant to Director of Facilities

Summary: Directs the operations and maintenance of the facilities and sites of the district. Manages construction, remodeling, repairs and projects. Develops and administers the district's long-term maintenance plan.

Qualifications

1. Bachelor's degree in facilities management, engineering, or in another related field
2. Five years of experience as Director of Facilities or equivalent position in facilities management
3. Aptitude and understanding in the areas of plumbing, heating, ventilation and air-conditioning (HVAC), carpentry, refrigeration, electricity, mechanics, remodeling and construction, and athletic fields.
4. Excellent communication, human relations, supervisory, and management skills
5. Valid Wisconsin Driver's License
6. Knowledge of:
 - Operations, services and activities of a comprehensive facilities program
 - Basic concepts and principles of architecture, planning and engineering
 - Research techniques including planning of studies and investigations, determining variables, and developing source data
 - Standard construction methods, terminology, materials, equipment and practices
 - Principles and practices of budget preparation and administration
 - Project cost analysis principles and procedures
 - Principles of supervision, training and performance evaluations
 - Safety practices and procedures including OSHA and state regulations
 - Laws and regulations relating to construction and maintenance of facilities
 - Computers, productivity software, and facilities related application software and automated building systems
7. Ability to:
 - Plan, organize, direct and coordinate the work of the operations and maintenance department
 - Select, supervise, train and evaluate staff
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

- Read and interpret blueprints, mechanical, electrical and civil and structural drawings, plans, and sketches
- Interpret laws, rules, regulations and policies related to constructions needs
- Prepare and administer large and complex budgets
- Prepare clear and concise administrative and financial reports and make presentations
- Operate a computer and software to develop, direct and maintain a computerized facilities program
- Plan and organize work to meet schedules and timelines in an environment with constantly changing priorities
- Communicate clearly and concisely, both orally and in writing, and to establish and maintain effective working relationships with staff and outside vendors
- Address emergencies and other critical operational problems
- Develop, implement and monitor long and short range plans for building maintenance, equipment, and district vehicles
- Keep records and generate meaningful reports

Essential Functions and Responsibilities:

- Supervise and evaluate the daily activities of all custodians to ensure cleanliness, sanitation and safety in school district facilities
- Schedule work assignments for custodial and maintenance staff and substitute employees
- Interview and recommend candidates for custodial and maintenance positions
- Provide all required state and federal training for new, seasonal and substitute employees
- Monitor and manage the district's energy program, including evaluation of energy conservation projects
- Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements for the district
- Advise the administration and Board regarding the physical condition of district facilities and related budgetary needs, as well as oversee the facilities budget
- Oversee a comprehensive preventative maintenance program
- Oversee purchasing for operations and maintenance
- Coordinate capital maintenance projects
- Develop and maintain long-range facilities plans for the district including a five-year plan for the scheduling of preventative maintenance
- Complete and maintain all necessary reports, records, and logs
- Act as the owner's representative in all repair, remodeling and construction projects
- Participate in the planning, development, and construction phases of new facilities

- Develop and maintain the District's Chemical Hygiene Plan, including the maintenance of Material Safety Data Sheets (MSDS) for Buildings and Grounds with oversight for the entire district
- Inspect all district facilities; resolve existing problems and determine future requirements
- Review and approve work orders; review requests for alterations, remodeling, modernization, and other work; make and review cost and labor estimates on construction and repair work
- Perform other duties deemed appropriate and assigned by Business Manager

March 2009

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