

Job Title:	Facilities Manager	Reports To:	Director of Maintenance and Facilities	
Department:	Varies	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> AEA	<input checked="" type="checkbox"/> Management <input type="checkbox"/> Confidential <input type="checkbox"/> Unrepresented
Hours:	Varies	No. of Work Days:		
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description	
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Administrative/Supervisory – Range 11 <input type="checkbox"/> Confidential		<input type="checkbox"/> Licensed <input type="checkbox"/> Unrepresented <input type="checkbox"/> CSEA 27 – Range XX <input type="checkbox"/> CSEA 860	

GENERAL SUMMARY OF DUTIES:

Under general administrative direction, the Facilities Maintenance Manager is responsible for daily operations and planning for the Maintenance, Operations, and Facilities Department; this includes coordinating, directing, supervising, and evaluating a district-wide building and grounds maintenance program and related activities. These responsibilities include, but are not limited to, supervision of maintenance staff and projects, work orders, alteration projects, coordination and organization of construction, reconstruction, modernization, relocation of school buildings and facilities, and other capital outlay projects. Assists in the District’s facility planning process.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance and Facilities. Supervises all personnel responsible for maintenance and construction of projects

ESSENTIAL FUNCTIONS:

This description reflects the principal job elements and is not intended to be an exhaustive list of all required duties, knowledge, or abilities.

- Plans, directs, and supervises maintenance activities and operations of the district’s Maintenance, Operations, and Facilities Department. Manages and oversees assigned areas for the purpose of ensuring all buildings and sites are appropriately maintained in accordance with accepted and established district standards.
- Coordinates, supervises, inspects, and provides direction to grounds and maintenance staff, ensuring delivery of a full range of building and grounds maintenance and repair and supportive work functions; monitors the department activities in compliance with district objectives and quality control standards and work practices.

- Supervises maintenance department and assigned personnel for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service. Oversees employee supervision by working with key staff to select/hire, insure training, motivate, evaluate, and discipline department employees as necessary.
- Establishes and recommends priorities on repair projects, in collaboration with building and department administrators. Plans and oversees all department maintenance and repair functions, including emergency repairs.
- Responds to emergencies for the purpose of addressing immediate safety and health concerns. Effectively assists city agencies and/or school district officials in evaluation of school repairs/damages and expeditiously effects temporary repairs when needed.
- Attends and/or facilitates meetings for the purpose of receiving and/or conveying information required to perform job functions. Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, providing information about work in progress, and leading maintenance projects and programs.
- Establishes, assigns or prepares written materials (e.g. work schedules, work orders, solicitations, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
- Works independently to complete tasks with minimal direction from the director and exercises discretion appropriately for the best interests of the district.
- Establishes and maintains, on a current basis, both an annual and a long-range plan for meeting the assigned maintenance requirements of the physical facilities.
- Develops a comprehensive inventory of all District's building systems and makes recommendations for short and long range life cycle replacements programs.
- Proactively maintains mechanical, electrical, HVAC, plumbing, painting, carpentry, gardening, and other trades with the goal of minimizing system down time.
- Manages the work order system and assigns maintenance work order requests to ensure facilities are fully operational.
- Directs work assignments for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Coordinates with school administration to address maintenance and site concerns.
- Develops comprehensive list of maintenance tasks for each facility.
- Plans, develops bid specification, oversees bid process, manages construction projects, and verifies project completion.
- Reviews plans, inspects construction projects, and makes recommendations to ensure compliance with legal requirements, construction project drawings, and specifications.
- Provides personal and continuous inspection through all stages of construction to ensure that requirements of the approved plans and specifications are being completely executed.
- Notifies commissioned architects, engineers, and appropriate administrative officials of any material or workmanship which does not meet specifications.
- Prepares analyses and reports on engineering and construction problems.
- Prepares and provide explanations on proposed and on-going building program activities before public groups and official bodies.
- Conducts investigations and make recommendations in connection with planning, design, construction, change orders, design modifications, and contract administration in the District's building program.
- Coordinates activities on facility and maintenance projects from design through occupancy.

- Supervises and evaluates assigned personnel.
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

- Minimum five (5) years of increasingly responsible experience in building construction or maintenance work of which at least three years shall have been in a supervisory capacity.
- Bachelor degree in business administration, engineering, architectural, and/or construction management is highly desirable.
- Demonstrated ability to manage the fiscal and operational aspects of a maintenance or construction organization, preferably in a public school setting.
- Proven experience in working collaboratively with a variety of people at various levels and with diverse backgrounds.
- Demonstrated ability to successfully supervise a large workforce engaged in maintenance and/or building construction activities.

KNOWLEDGE:

- Preparation of cost estimates and specifications
- Methods, materials, tools, and terminology used in the building trades
- Applicable codes, ordinances, and regulations
- Planning and organizing constructions projects. Phases of Project Management: Initiating, Planning, Executing, Monitoring, Controlling, and Closing
- Methods, practices, and procedures for all types of building repair and maintenance, construction, grounds maintenance, preventative maintenance, and building program activities
- Federal, State, and local laws, codes, and regulations including safety principles and practice, and dangers/precautions associated with hazardous materials
- Computers, email correspondence, spreadsheet applications, and word processing programs
- Cost, schedule, and quality and document control
- Management and personnel practices and principles and supervision and evaluation techniques
- Verbal and written communication skills
- Data collection, analytical methods, and procedures
- Report writing and record-keeping technique

ABILITIES:

- Meet District standards of professional attitude as outlined in Board Policy
- Plan, organize, coordinate, and administer activities related to maintenance and construction projects
- Read and interpret construction specification, architectural drawing, diagrams, and schematics
- Coordinate and inspect construction and maintenance projects
- Analyze situations and develop appropriate recommendations
- Plan and schedule construction and maintenance activities for optimum efficiency

- Maintain current knowledge of State of California Education code, building code, OSHA regulations, and other construction rules and regulations
- Research and analyze data, and produce a variety of reports
- Apply, explain, and implement construction policies, procedures, rules, and regulations
- Conceptualize and work at detail level
- Define problems to collect and analyze data, to establish facts, to draw valid conclusions, and to make decisions based upon available information and input
- Think strategically and develop both short and long term plans to meet objectives
- Use appropriate judgment in diverse and emergency situations
- Organize and balance multiple projects and issues simultaneously
- Follow general safety and hazardous materials procedures
- Supervise, train, and evaluate assigned staff

LICENSES/CERTIFICATIONS:

- CA Driver’s License
- OSHA 10 or 30 hour Training Certification

PHYSICAL REQUIREMENTS:

Frequency Key: None (N); Occasional - up to 25% of shift (O); Intermittently – up to 50% of shift (I); Frequently – up to 75% of shift (F).

Activity	Frequency	Activity	Frequency
Bend	I	Lift/carry 0-10 lbs	F
Twist	I	Lift/carry 11-25 lbs	I
Squat	O	Lift/carry 26-40 lbs	O
Kneel	O	Lift/carry 41-100 lbs	N
Climb	I	Stand	I
Reach above shoulder	I	Walk	I
Grip/Grasp	I	Sit	F
Extend/Flex Neck	O	Drive	I
Use Dominant Hand	F	Perform Repetitive Hand Motions	F
Use Non-Dominant Hand	O	Keyboarding/Mouse Work	F
Ability to See	F	Ability to Hear	F

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.