

WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

TITLE: Executive Director of Facilities and Maintenance

EMPLOYEE CATEGORY: 1/Administrative Personnel

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Administration, Engineering, Architecture or related field.
- (2) Minimum of five (5) years experience in facility planning or construction management.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate effectively both orally and in writing. Possess advanced interpersonal skills. Ability to read, interpret and implement federal, state and local rules, laws and policies related to assigned areas. Ability to interpret and use data in developing plans, programs and proposals. Ability to use a computer and applicable software programs. Ability to work cooperatively as a member of a team. Ability to plan and present information to a variety of audiences.

REPORTS TO: Assistant Superintendent for Administration

JOB GOAL

To provide leadership for the direction, maintenance and coordination of District facilities planning, physical plants and utility and energy management that will ensure program excellence.

SUPERVISES: Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Direct and coordinate facilities operations to ensure consistency with the systems goals and objectives and compliance with local, state and federal regulations.
2. Coordinate financial planning for expenditures of all construction funds.
3. Prepare a capital outlay budget for new construction and renovations of District facilities.
4. Develop a system to evaluate the status of construction projects.
5. Approve operating procedures and plans of all functional areas and ensure they are implemented.
6. Coordinate the development and approval of all educational specifications for spaces and facilities.
7. Determine funding priorities and develop budgets for presentation and approval.
8. Monitor all departmental expenditures for budget compliance and/or revision.
9. Ensure that all plans and procedures for all facilities and departments comply with relevant School Board policies, state and federal statutes and regulations.
10. Ensure that all work done by staff is properly inspected and accepted.
11. Maintain project ledgers on construction projects and routinely reconcile to accounting records the project expenditures and architect and contractor billing.

12. Direct and coordinate the planning, implementation and evaluation of operations, maintenance and other services assigned.
13. Coordinate and manage the acquisition and disposition of School Board owned real property.
14. Work with appropriate personnel in the planning and modification of educational facilities.
15. Oversee the development and implementation of a comprehensive preventative maintenance program and custodial services program in all areas dealing with facilities.

Inter / Intra-agency Communication and Delivery

16. Cooperate with other administrators to develop District policies, procedures and revisions.
17. Coordinate the inspection of facilities through appropriate staff.
18. Provide, through a monitored work order system, for the needed repairs and maintenance.
19. Coordinate environmental and safety repairs and modifications.
20. Provide information to the Assistant Superintendent of Administration as to the status of the various projects.

Professional Growth and Improvement

21. Provide inservice education programs regarding personnel management and technical growth to both supervisory personnel and journeymen.
22. Participate in District management meetings and other activities to enhance professional growth.
23. Promote and support the professional growth of self and others.

Systemic Functions

24. Plan for the acquisition of needed school sites for future facilities.
25. Assist in developing recommendations for long-range planning in the area of maintenance.
26. Assist in monitoring safety and health issues to ensure compliance with all standards.
27. Exhibit support for the District's vision, mission, goals and priorities.
28. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
29. Prepare all required reports and maintain all appropriate records.
30. Perform other incidental tasks consistent with the goals and objectives of the District and this position.
31. Develop a competent workforce through proper screening of all applicants.
32. Maintain budget and cost accounting and distribution reports.

Leadership and Strategic Orientation

33. Make recommendations for appropriate policies with regard to the maintenance functions.
34. Use appropriate interpersonal styles and methods to guide individuals and groups to task accomplishment.
35. Anticipate potential problems and design processes and procedures to address them.
36. Assist in the development of short and long range District plans.

37. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.

PHYSICAL REQUIREMENTS: Medium Work

Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Hours of employment shall be those established by the District.

EVALUATION: Annually by the Assistant Superintendent for Administration

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY ITEM NUMBER: # 31--Level II