

POSITION DESCRIPTION

TITLE: FACILITIES SUPERVISOR

**TYPE: Supervisor
Exempt**

REPORTS TO: Director of Business

POSITION SUMMARY:

The primary purpose of this position is to provide supervision for all custodial, maintenance, repair, remodeling, construction, grounds, and planning activities relating to all district facilities and grounds in order to provide for safe, clean, and attractive facilities and grounds.

MINIMUM QUALIFICATIONS:

1. Associates Degree or higher in related field or equivalent experience.
2. Possess and maintain a valid Oregon driver's license.
3. Three years of experience in school facility management and maintenance or equivalent experience.
4. Three years of experience in a supervisory roll or equivalent experience.
5. Three years of experience in facility management, maintenance, or related field
6. Extensive knowledge of laws, regulations, and codes pertaining to buildings and facilities management.
7. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.
8. Possess and maintain a valid Oregon Driver's License.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English, and if applicable, in Spanish or Russian.
4. Skill in leadership and facilitation of work involving colleagues and administrators, including problem solving and conflict resolution.
5. Excellent organizational skills for effectively managing multiple tasks.
6. Ability to understand and follow oral and written instructions.
7. Ability to write technical reports, bid specifications, blueprints, and other technical documents.
8. Assigns staff and monitors facilities and grounds on a regular basis for needed repairs and maintenance.
9. Sets and monitors standards for facility maintenance and custodial work.
10. Sets priorities for repair and remodeling in terms of safety, need, utility, and finances.
11. Estimates costs for projects and other facilities needs.
12. Coordinates construction and maintenance activities with state and local inspectors and authorities.
13. Orders materials, supplies, and equipment as needed.

14. Develops bid and Request for Proposal (RFP) specifications, obtains quotes, and supervises contracted work.
15. Develops proposed department budget and monitors and approves expenditures.
16. Develops and manages implementation of short and long range planning for remodeling, capital construction, facility security, and emergency response.
17. Reports regularly to district administration and Board regarding progress and status of work and facilities needs.
18. Maintains records and prepares reports and applications as required by law and district, local, county, state, and federal agencies.
19. Recruits, screens, interviews, and recommends hiring of all program personnel.
20. Supervises, directs, and evaluates all department personnel.
21. Provides orientation, training, and staff development activities for all personnel as needed.
22. Responds to questions and other information requests from parents, participants, public, staff, and administration.
23. Communicates with site administration and staff regarding program activities and issues.
24. Develops and submits reports as required by supervisor.
25. Follows all safety rules and takes all reasonable precautions to provide a safe and secure working environment for all department employees.
26. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
27. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.
28. Assists parents and community members as needed.
29. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
30. Complies with professional development activities as required by the District.
31. Actively seeks out and participates in professional development activities designed to improve professional competence.
32. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
33. Holds expectations for high performance of self and supervised staff.
34. Assesses results of performance for improvement on a regular basis.
35. Demonstrates computer literacy and operates software programs as related to job responsibilities.
36. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
37. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
38. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
39. Adhere to State public employee ethical standards
40. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. Ability to obtain and/or maintain certification in job related skills and areas.

2. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
3. This position is performed both indoors and outdoors in a variety of locations, including all facility and grounds areas. Extreme variations in weather and temperature can occur. In some instances, work areas can be constricted, dirty, and/or present hazards.
4. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
5. Evening and/or extended work hours or days are often required.
6. Possible exposure to bodily fluids due to student or employee illness or injury.
7. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver and/or Designated First Aid Provider.
8. Must pass a post job offer physical assessment as designated by the district.
9. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

Current work year of approximately 260 days (12 month), subject to change.
Salary and benefits and working conditions as determined by District Board.

EVALUATION:

Performance will be evaluated in accordance with applicable District Performance Standards and District Policy and Regulations concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I understand the most recent position description for this position supersedes all prior position descriptions, which are hereby rescinded.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date