

DIRECTOR OF FACILITIES

Classification: Non-Licensed Administrator

Location: Facilities

Reports to: Assistant Superintendent of Finance & Operations

Employee Group: NCAA

FLSA: Exempt

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides leadership, coordination, development, implementation, and evaluation of the school district's facilities, maintenance, and construction programs.

Part II: Major Duties and Responsibilities:

1. Monitors trends in areas of responsibility and plans for the future.
 - 1.1. Participates in professional organizations.
 - 1.2. Monitors industry publications for schools and businesses.
 - 1.3. Attends subject workshops and prepares in-service workshops for district staff.
2. Directs the maintenance, repair, and alteration of all district buildings and grounds.
 - 2.1. Provides support, training, supervision, and evaluation of department staff.
 - 2.2. In collaboration, provides assistance and support to building administrators and staff including, but not limited to, custodial, facilities, and grounds.
3. Establishes long-range major maintenance and repair requirements, and makes cost estimates as required.
 - 3.1. Develops 20-year replacement schedules for the structural and mechanical components.
 - 3.2. On a five-year basis, develops and updates cost estimates for implementing the long range schedule.
4. Assists and advises on programming and budgeting for capital improvement projects.
 - 4.1. Provides the Business Department with preliminary estimates on proposals for capital I improvement projects.
 - 4.2. Investigates and reports on alternatives to proposed capital improvement projects.

5. Assists with development of district facility and site planning programs.
 - 5.1. Develops building and site inventories.
 - 5.2. Provides the Planning Department with current information on major maintenance and repair needs.
 - 5.3. Provides cost estimates as needed.
 - 5.4. Assists in the development of facility specifications.
 - 5.5. Collaborates with tenants of leased facilities.
6. Assists in the development of plans for individual building maintenance and improvements and makes recommendations.
 - 6.1. Consults with building managers regarding their individual building needs.
 - 6.2. Provides cost estimates on building-funded projects.
 - 6.3. Advises building managers on problems related to building maintenance and repair.
 - 6.4. Periodically inspects buildings and projects.
7. Acts as a liaison between the district and appointed architects on major and minor construction projects.
 - 7.1. Reviews plans and specifications drawn by architects to insure continuity of standards established by the District.
 - 7.2. Meets with architects for inspection of major projects.
 - 7.3. Monitors architects and/or engineers on change order requests.
 - 7.4. Evaluates architect performance on projects and reports to Assistant Superintendent, Finance & Operations.
8. Works closely with city and county planning officials on developing major construction projects, including securing all required permits.
 - 8.1. Takes major construction projects through all the necessary phases required to obtain conditional use permits.
 - 8.2. Testifies at county and/or city hearings involving projects.
 - 8.3. Obtains building permits on all minor department projects as required.
 - 8.4. Maintains permanent records on land-use approvals and updates them periodically.
9. Develops management systems for the control of work accomplished by Facility Operations staff.
 - 9.1. Initiates policies and standard practices relating to district building maintenance and operation.
 - 9.2. Develops department personnel and operational procedures.
 - 9.3. Maintains work order information for supervisory staff and unit managers.
 - 9.4. Schedules the maintenance program.
 - 9.5. Maintains building security system (including door schedules/access/programming).

10. Energy management systems.
 - 10.1. Develops policies and procedures for the district energy system.
 - 10.2. Writes specifications for the procurement and ongoing maintenance of energy equipment and systems.
 - 10.3. Monitors district wide energy use and prepares reports for central management and building principals.
 - 10.4. Directs the operation and scheduling of the district's energy management control systems.
11. Develops and manages budgets.

Develops and manages budgets which include, but is not limited to, facilities, custodial, utilities.

Part III: Minimum Qualifications:

1. Incumbents must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Five (5) years of continuous and increasingly responsible experience in the supervision and/or direction of facilities maintenance and construction programs (preferably in schools).
3. Bachelor's degree in a related field preferred, or equivalent combination of experience and education.
4. Exceptional verbal and written communication skills.
5. Valid state driver's license.

Part IV: Desired Qualifications:

1. Bilingual (English/Spanish, Russian, Vietnamese or Chinese) preferred.
2. Master's degree preferred.

Part V: Work Environment:

1. Work is often performed under pressure, under deadlines, and in situations critical to the district's operation and public image. The Director must be able to perform the duties and responsibilities with minimum supervision. Regular office hours plus frequent evening and weekend work is required.

2. Physical ability to negotiate stairs, uneven ground, and all areas of various district buildings and property. Physical capacities include: ability to lift light to medium weight objects; range of motion to include stooping, bending, twisting, reaching overhead and ladder climbing.

Part VI: Terms of Employment:

Position is a 260-day work year. Salary and benefits to be established by the Board of Directors.

Part VII: Evaluation:

Job performance will be evaluated in accordance with the provisions of the Board's policies and the consultation agreement between the North Clackamas Administrators Association and the Board of Directors.