



LARAMIE COUNTY SCHOOL DISTRICT 2

Students First

Facilities Manager

Reports To: Business Manager

SUMMARY

The Facilities Manager is responsible for ensuring the optimal working environment for all of the districts' staff members by providing full maintenance services of a given facility as well as promoting safety conditions. The Facilities Manager oversees the buildings and equipment to make sure everything is suitable for daily work by maintaining them, making repairs and preparing for emergencies. This individual is in charge of creating maintenance schedules and hiring crews to clean the buildings, while adhering to an annual budget for maintenance. This employee also serves as an emergency response coordinator by testing building security systems and preparing for emergency situations by creating an action plan for fire evacuations and disaster response.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and coordinate all district major maintenance projects
- Establish priorities on repair projects and recommend future projects for 5-year major maintenance plan on an annual basis
- Make frequent visits to buildings to plan projects, inspect work, and assist in assigning staff as needed
- Develop a system for dealing with emergency repair problems with efficiency
- Assigns work orders, checks drawings and plans
- Consult with building principals and coordinate maintenance staff regarding the establishment of regular preventive maintenance programs and projects
- Assist with development of long-range major maintenance and capital projects and budget estimates
- Advise hiring of contractors to perform certain maintenance or repair services
- Formulate reports, organize and analyze data, evaluate information, provide conclusive findings and make recommendations
- Maintain a comprehensive data management, storage and retrieval system
- Prepare reports on costs of work done, materials used and labor expended
- Prepare all required reports and maintain all appropriate records
- Make frequent visits to job sites for first-hand visual inspection and conferencing with contractors or subcontractors and inspectors
- Estimate cost of repair projects in terms of labor, material and overhead, and present to Business Manager

- Participate in final inspection of assigned projects
- Order material as needed and make recommendations of supplies and equipment for purchase
- Maintain positive relationships with staff and vendors
- Participate in workshops and training sessions as required
- Respond to inquiries and concerns in a timely manner
- Perform all other duties as assigned by the Business Manager
- Assist in hiring of custodial and maintenance staff

QUALIFICATIONS

- **Education and Experience:** High school diploma or GED required. BA degree preferred. Experience or training in construction or maintenance field.
- **Interpersonal Skills:** Demonstrate the ability to remain calm and professional in an environment with frequent interruption. Ability to interact with a diverse group of individuals in a courteous and tactful manner as well as establish and maintain effective relationships. Skills in communication and conflict resolution.
- **Language Skills:** Ability to respond to common inquiries or complaints from parents, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Computer Skills:** Proficient in the use of MS Word, MS Excel, email and standard office equipment. The ability to use a computer and software related to responsibilities.
- **Other Skills and Abilities:** Knowledge of principles, methods, techniques, materials and equipment used in school facilities planning, construction, and repair. Ability to read and interpret drawings and construction specifications, write bid specs for varying kinds of projects and calculate construction costs and schedules. Knowledge of safety practices and procedures. Ability and willingness to work during evening hours to attend meetings.
- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS

Work is generally performed throughout all district facilities requiring the ability to travel around the district. Work also requires the frequent use of communication equipment and computers.

Performing the job duties of this position requires the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

<p>Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.</p>
