

ST. MARY'S COUNTY PUBLIC SCHOOLS  
NON-CERTIFICATED POSITION DESCRIPTION

FACILITIES SUPPORT MANAGER

POSITION: Facilities Support Manager  
REPORTS TO: Director of Operations  
LOCATION: Division of Supporting Services  
Department of Operations

**NATURE OF WORK:**

This position provides leadership and support for all schools by ensuring the smooth operation of facilities. The Facilities Support Manager provides leadership and support to all schools in the following areas: providing support for housekeeping and custodial service, building and grounds safety, site-based staff training, coordinating, scheduling and assigning work, and contract management. The Facilities Support Manager provides feedback to the Coordinator and Director of Operations on employee achievements and needs for support and/or re-training. Regularly assigned hours for this position are during the evening shift. The opening and/or closing/securing of school buildings and response to emergency/alarm notifications at all times are also included.

**ESSENTIAL FUNCTIONS:**

- Ensures all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained at all times.
- Ensures operational files and records are maintained and current.
- Provides support and technical assistance to staff at all school locations.
- Responds to emergency alarms as needed.
- Supports initiatives involving building systems and equipment.
- Ensures adequate inventory/supplies are maintained at all facilities.
- Identifies, prioritizes, and manages projects.
- Serves as point of contact for event planning and support.

**ILLUSTRATIVE EXAMPLES OF WORK:**

- Ensures facilities are maintained per departmental standards.
- Provides training to staff in a variety of custodial-related areas.
- Monitors contracted services to ensure accountability.
- Provides data for departmental reporting and accountability.
- Coordinates with Operations Foreman regarding cleaning plan implementation, best practices, and staff accountability.
- Coaches and works to develop skills of building service staff.

**DUTIES AND RESPONSIBILITIES:**

- Trains staff in the proper use of equipment, supplies, and procedures.
- Participates in meetings with supporting services and contracted personnel.
- Coordinates event logistical planning.
- Audits records and files to determine proper documentation is maintained.
- Audits inventory of stock and supplies in order to maintain cost control.
- Ensures facilities are maintained in a safe, clean, and secure manner.
- Submits work orders utilizing automated work order management system.
- Serves as second shift point of contact for emergent building needs.

**QUALIFICATIONS:**

- High School Diploma or equivalency certificate required.;
- A minimum of 3 years of experience in building operations management required;
- Communicates effectively, both orally and in writing;
- Demonstrated ability in planning, scheduling, workload management and personnel management;
- Possess and maintain a valid driver's license with no more than the equivalent of four (4) points;
- Computer literate with a working knowledge of Microsoft Office programs; and
- Maryland State Stationary Engineer's License (preferred).

**TERM OF EMPLOYMENT:**

Full-time twelve-month position

**SALARY GRADE RANGE:**

The salary for this position will be based on the EASMC-ESP salary schedule for twelve-month employees – Range 18.

**BARGAINING UNIT ELIGIBILITY:** EASMC-ESP