

**RSU No. 5 Durham ~ Freeport ~ Pownal
Director of Facilities Job Description**

QUALIFICATIONS:

1. Minimum of five years experience with facilities and grounds.
2. Successful experience in a supervisory role.
3. Possess strong organizational skills as well as the ability to handle multiple projects professionally.
4. Knowledge of plumbing, heating and electrical systems.
5. Current Department of Education Criminal History Record Check Authorization (CHRC)

REPORTS TO:

Superintendent of Schools

JOB GOAL:

Administers and leads a comprehensive program to ensure the health and safety of all students, staff and visitors to the school department through preventive and routine maintenance and operations of facilities, grounds, and the supporting infrastructure.

PERFORMANCE AREAS:

1. Communicates effectively with staff, students, parents, and administration.
2. Provides effective leadership as evidenced by good planning, organization, and creativity.
3. Oversees maintenance plan through project completion.
4. Assumes responsibility for personal growth and development through participation in workshops, meetings, and seminars.
5. Interprets and administers local, state and federal regulations, statutes, and policies.
6. Prepares federal and state reports as required.
7. Acts as a liaison between the district and the public on matters related to the physical plants and fields.
8. Assumes responsibility for the selection, supervision, and evaluation of department staff and provides them with educational opportunities for growth.
9. Plans, organizes, and assigns the work of department staff.
10. Manages the operation, maintenance, and usage of heating, ventilating, electrical and geothermal systems.
11. Prepares and administers yearly operating budget.
12. Identifies and facilitates ongoing repairs and renovations of district buildings and grounds.
13. Establishes inventory control and purchasing of supplies, tools and equipment.
14. Plans and prepares for capital improvements through long-range facilities planning, and oversees facilities construction and renovation projects.
15. Arranges for the procurement, bidding, contracting, and supervision of the work by outside contractors.
16. Maintains records and submits reports requested by the Superintendent of Schools.
17. Oversees all A.D.A. and O.S.H.A. compliance issues as well as other building related state/federal guidelines and laws (Integrated Pest Management, Chemical Hygiene, Asbestos Management and Water Testing).
18. Ensures compliance with required training in safety laws, rules, and regulations.

19. Assumes responsibility for the general security of the buildings.
20. Ensures that all facilities are in compliance with all applicable safety codes.
21. Performs other such duties and assumes such other responsibilities as assigned by the Superintendent of Schools.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of the work.
2. Follows health and safety procedures established by the system.
3. Demonstrates dependability, integrity, and other ethical standards.
4. Observes Policies adopted by the Board of Directors.
5. Meets and follows all State and Federal laws and regulations.

TERMS OF EMPLOYMENT:

Twelve month year. Salary and benefits to be established by the RSU No. 5 Board of Directors.

EVALUATION:

Evaluated annually by the Superintendent of Schools.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

To perform successfully in this position, an individual must perform each duty and responsibility satisfactorily. The requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the terms and conditions of this position.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____