

**27J SCHOOLS
EXEMPT JOB DESCRIPTION**

Position Title: Director of Facilities
Date Prepared or Last Modified: December 16, 2020
Work Year: 12 Months
Dept./Division: Operations / Facilities
Reports to: Chief Operations Officer

POSITION SUMMARY:

Responsible for and provides leadership, direction, guidance, coordination, supervision, and administration to the facilities, grounds maintenance and custodial departments. These activities are to result in satisfactory and timely repair, maintenance and safe conditions of District sites, facilities, and equipment. Demonstrates a positive, collaborative working relationship and participates in cooperative problem solving in a variety of situations emphasizing teamwork. Provides overall leadership and guidance for the proactive and reactive maintenance of the district's facilities in the areas of electrical, electronics, HVAC, plumbing, carpentry, locks/hardware, fire protection, grounds, irrigation and custodial.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- D 25% Responsible for determining the financial, staffing, and materials requirements for the facilities department. Establishes priorities for the department, and develops and modifies work schedules to meet work requirements with the aid of supervisor/manager/lead people. Provide guidance to maintenance personnel for work-order prioritization and scheduling utilizing the Facility Maintenance Management system. Assure that jobs are assigned to the best-suited personnel.

- M 5% Provides input into budget process and establishes operating budget for facilities department. Monitors performance against budget and authorizes expenditures in accordance with district procedures.

- M 5% Selects, trains, disciplines, directs, and evaluates facilities personnel and provides input to managers and supervisors of other departments.

- W 5% Approve, track, and monitor department expenditures including maintaining and reviewing records and accounts on materials, tools, supplies, employee time, nature and type of work performed and accurate cost of work performed.

- M 5% Prepares specifications for contract work, directs bid process, and procurement of contracted work, and manages relationships with contractors, along with managers, supervisors, and lead personnel.

- W15% Collaborates with construction project managers and design teams in developing plans for new District facilities. Monitors all capital budget requests for completion. Responsible for ensuring that district standards are met in construction and capital projects through active collaboration

with all team members including the review of construction plans, scopes of works, and site visits throughout the duration of projects.

M 5% Meets and confers with administrators and contractors regarding maintenance related problems.

M 5% Prepares and monitors utility budgets, approves expenditures. Approves and communicates energy management routines for building automation systems.

W 5% Manages and oversees the contracting and scheduling of community use at District facilities and other available school based assets. Develops, administers, and enforces policies and procedures, including conditions for use, cost, and scheduling. Works in cooperation with municipalities, community, and District entities to deliver equitable access to and opportunities for use of District facilities. Implements intergovernmental agreements with municipalities regarding joint use of District facilities.

M 5% Manages the District indoor air quality program including responding to and investigating facility complaints regarding indoor air quality and the development/implementation of corrective measures. Collection and interpretation of environmental test Data. Responds to environmental complaints and concerns at all district facilities.

A 10% Responsible for facility inspections, AHERA Management Plan updates, and employee training in order to maintain compliance with Local, State, and Federal regulations. Stays abreast of pertinent laws, codes, regulations, etc., and ensures that District programs are in compliance. Determines and monitors asbestos abatement needs and establishes a budget to meet those needs.

A 5% Develops preventative maintenance program for facilities, equipment, and vehicles, and ensures that program is followed and monitored.

A 5% Coordinates hazardous material management program, and monitors compliance with program.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other miscellaneous duties as assigned by supervisor.

EXPERIENCE AND TRAINING:

Formal education: Bachelor's Degree required, MBA preferred.

Certificate or licenses: Valid Colorado driver's license required, asbestos removal certification preferred, Journeyman certification in plumbing, electrical, or HVAC preferred.

Special training or experience: Significant experience in one or more of the trades identified above, plus supervisory experience of a staff of 10 or more.

Work experience in positions similar or related to this job: 3-5 years in a supervisory role in facilities or operations management handling budgets over \$2million.

REPORTING RELATIONSHIPS:

This Position Reports to: Chief Operations Officer

This Position has supervisory and/or management responsibility for: Position has full supervisory responsibility for all staff involved in facilities maintenance and grounds.

EQUIPMENT USED:

District trucks and other vehicles, various equipment and tools used in facilities maintenance.

PHYSICAL REQUIREMENTS:

1. Ability to frequently travel among district facilities/ school locations.
2. Ability to lift and manipulate equipment or materials (up to 50 pounds) on an occasional basis.
3. Ability to grasp, push and pull objects and instruments.
4. Ability to perform various aspects of work requiring periodic bending, stooping, crouching, crawling, and twisting.
5. Ability to work with hands above shoulder height with weight of 20 pounds on a weekly basis.
6. Ability to hear routine conversation, to hear and distinguish various signals, such as pager, telephone, etc.
7. Ability to see and distinguish small objects at a close distance. Ability to observe and identify materials and objects while inspecting facilities.

ENVIRONMENTAL CONDITIONS:

The majority of this position's duties are performed inside, but the individual also must travel to and work in various District facilities. Individual is occasionally exposed to adverse weather conditions, fumes from cleaning materials, loud noises, and mechanical and electrical hazards.

OTHER REQUIREMENTS:

1. Ability to understand verbal information and instruction, and to use that understanding and information in instructing and working with employees.
2. Ability to read and understand written materials.
3. Ability to occasionally translate verbal communication into effective written material.
4. Ability to memorize situations, procedures, instructions, codes, policies, etc.
5. Ability to develop, evaluate, and manage budgets.
6. Ability to understand and use financial information.
7. Ability to understand construction documents and technical specifications.