



SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED MANAGEMENT JOB DESCRIPTION

JOB TITLE: FACILITY MANAGER
REPORTS TO: General Manager of Operations
SITE: School Site
CLASSIFICATION: Classified Management
WORK YEAR: 222 Days
SALARY: Range VII- AFSCME Salary Schedule
APPROVAL DATE: OCTOBER 13, 2022

JOB SUMMARY:

Under the direction of the General Manager of Operations, the Facility Manager shall be responsible for the organization and administration of custodial, maintenance and operations of the school plant. The Facility Manager shall manage, supervise, evaluate and train site Operations staff consistent with District policies, rules and regulations. The Facility Manager provides assistance and support to site administrators to ensure a safe and sound campus; will organize and coordinate the daily maintenance and operations for all buildings and grounds; the equipment, and operational systems of the facility. The Facility Manager will ensure all needed supplies and materials are provided for the safe and efficient operation of the facility; shall assess and monitor site conditions for safety, health and cleanliness to ensure compliance with national, state, and local mandates.

ESSENTIAL FUNCTIONS:

1. Responsible for the daily operations of the school facility.
2. Input and manage work orders in the District's work order computer system.
3. In collaboration with site administrative staff, coordinate maintenance personnel to properly prepare and manage site activities.
4. Manage and monitor the Absence Management program, complete Exception forms for all discrepancies and changes made. Prepare time sheets for signatures and submit them to submit to District Office monthly.
5. Assign, supervise, and evaluate personnel including necessary progressive disciplinary action of site Operations staff.
6. Respond Promptly respond to emergency calls and callbacks.
7. Oversee all aspects of site exterior maintenance including repairs to irrigation systems, fences, parking lots, paved areas, sport fields, bleachers and exterior Architectural, Athletic fields lighting, etc.
8. Attend necessary Maintenance and Operations meetings and/or training sessions.
9. Perform site audits both day and night of external and internal systems and connected utilities.
10. Maintain Safety Data Sheet (SDS) binders for site and ensure all staff is current on safety methodologies.
11. Oversee the storage and disposal of site generated, e-waste items and Universal Waste in coordination with EH&S.
12. Adhere to all Integrated Pest Management (IPM) rules under CA law.
13. Manage computerized access control systems for the site: including inputting entry time and date schedules, ID badge formulation, as well as consistent monitoring of the system.

14. Adhere to District SOP's for the site including emergency response procedures for natural disaster or civil disturbances. Educate and train Operations staff to abide by this mandate.
15. Review monthly utility bills for the site to check for usage changes or differentials.
16. Work closely with the Facility Use Department to insure proper rental event coverage as well as weekend site use.
17. Arrange for site projects and repair work: establish the scope of work, enlist approved contractors/vendors, receive contractor bids pertaining to District policy, submit bids to the District Accounting Department.
18. Oversee work crews and ensure that all safety practices are being followed, track and report work progress and inspect it upon completion to ensure District standards are met.
19. Perform other related duties as assigned.
20. Drive and safely operate grounds equipment.

KNOWLEDGE OF/ABILITY TO:

1. Advanced knowledge of custodial, maintenance and operations work, and the use of related equipment.
2. Effectively plan, prioritize, and exercise the daily operational needs of the campus in a fast-paced environment.
3. Ability to prioritize and finish projects effectively.
4. Demonstrated ability to work cooperatively and effectively with students, staff, and public in a professional manner.
5. Ability to communicate effectively both orally and in written form.
6. Observe health and safety regulations.
7. Ensure communication with the Facility Use Department is effective, consistent, and timely.
8. Work with Environmental Health Safety (EH&S) to ensure staff is provided with necessary training.
9. Manage site Custodial/Operations supply inventory and implement controls to ensure the site is stocked and there is no lapse in supplies.
10. Recognize and assess potential safety hazards, and implement corrective measures with-appropriate follow-through.
11. Effectively manage campus projects, including working with and supporting the District-selected construction management consultants on campus projects.
12. Effectively communicate and be able to resolve conflicts with staff, contractors and neighbors, etc.
13. Be familiar with the CSEA contract as well as maintain and manage performance reviews, personnel records and staff training.
14. Site contact for federal, state, county, and city agencies.
15. Interpret, understand, and comply with local, county, state, and federal laws and regulations.
16. Operate Microsoft Office Suite and the Google Office Suite programs.
17. Navigate EMS control systems: Tracer ES/SC, Delta, Alerton, Pelican control systems.
18. Operate site monitoring equipment including fire, burglar, access control systems; pool operating systems; and irrigation systems; security camera systems; stadium gate system; lighting controls systems; HVAC systems; and understand boiler operations.
19. Ability to understand and read construction documents.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District

employees, the Board of Trustees, students, parents and the general public.

DESCRIPTION:

Location: All Schools

Department: Operations

This position may be subject to change due to District need.

QUALIFICATIONS:

Education/Training Experience

- AA/AS Degree in related field and/or equivalent years in experience.
- Two years of experience in a facilities managerial role.
- Knowledge and understanding of Boilers and connected systems, HVACR, Pools and connected systems, SDS, PPE.
- Understanding of HAZCOM Policy, IIPP, and other district emergency preparedness policies.
- Knowledge of word-processing programs, including but not limited to all Microsoft Office products, spreadsheets and databases.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS

- Ability to stand and walk for long periods of time.
- Ability to read fine print.
- Ability to operate a computer keyboard
- Ability to operate power tools for extended periods of time.
- Ability to stand, reach, bend, lift, kneel, and squat in tight spaces.
- Ability to climb roof access ladders.
- Ability to lift and carry object and equipment weighing up to 50 lbs., in excess of 50 lbs., use a mechanical device.
- Ability to work in working environment where noise level is moderate to high.
- Ability to work under pressure and meet deadlines.
- Ability to work around or near hazardous elements.

OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Obtain and hold a CPO certification.
- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

EQUAL OPPORTUNITY EMPLOYER STATEMENT

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.