

ST. MARY'S COUNTY PUBLIC SCHOOLS
EDUCATION SUPPORT PROFESSIONAL POSITION DESCRIPTION

FACILITIES SUPPORT MANAGER

POSITION: Facilities Support Manager

REPORTS TO: Director of Operations

LOCATION: Division of Supporting Services

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:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate via written or oral courteously and tactfully with staff, students, parents, and the community in a timely manner
- Possess excellent time management skills and ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public School System

DUTIES AND RESPONSIBILITIES:

- Ensures all Operations Department policies and procedures are followed at all sites, and that a high level of customer service is maintained always
- Supports initiatives involving building systems and equipment
- Provides support and technical assistance to staff at all school locations
- Coordinates with Operations Foreman regarding cleaning plan implementation, best practices, and staff accountability
- Ensures adequate inventory/supplies are maintained at all facilities
- Identifies, prioritizes, and manages projects, and monitor contracted services to ensure accountability
- Trains staff in the proper use of equipment, supplies, and procedures
- Coaches and works to develop skills of building service staff

- Participates in meetings with supporting services and contracted personnel
- Provides data for departmental reporting and accountability
- Coordinates event logistical planning and serves as a point-of-contact
- Audits records and files to determine proper documentation is maintained
- Audits inventory of stock and supplies to maintain cost control
- Ensures operational files and records are maintained and current
- 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
- Responds to emergency alarms as needed
- Performs other related and non-related job duties as assigned

QUALIFICATIONS:

Required:

- High School Diploma or GED
- Three (3) years of experience in building operations management
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Maryland State Stationary Engineer's License

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 – Range19.

BARGAINING UNIT ELIGIBILITY: EASMC-ESP

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