

## SCHOOL DISTRICT OF BAKER COUNTY

### JOB DESCRIPTION

#### DIRECTOR, FACILITIES AND MAINTENANCE

##### QUALIFICATIONS:

- (1) Master's Degree in administration, business, management, engineering, or related field.
- (2) Minimum of five (5) years of successful experience in education, business, engineering, or industry to include three (3) years in a supervisory or administrative capacity.
- (3) In lieu of the above requirements, a combination of training and experience substantially equivalent.
- (4) Specialization in construction or related field desired but not required.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Florida statutes, State Board rules, and effective practices related to transportation, facilities development and maintenance, and construction.

##### REPORTS TO:

Executive Director for Support Services

##### JOB GOAL

To provide leadership in the planning, development, implementation, and evaluation of a comprehensive program of transportation, facilities, and maintenance services that will ensure operating excellence of all facilities for full educational use.

##### SUPERVISES:

Director, Transportation  
 Supervisor, Maintenance  
 District-Wide Custodian  
 Assigned Support Personnel

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) Direct the planning, implementation, and evaluation of the District's comprehensive facilities development and maintenance program.
- \* (2) Serve as the District's capital outlay advisor.
- \* (3) Coordinate the development of educational specifications ensuring input from program and support divisions.
- (4) Coordinate the testing, evaluation, and operation of equipment placed in school plants.
- \* (5) Coordinate the selection of architectural / engineering firms and outside contractors for design and construction work.
- \* (6) Coordinate all maintenance, repair, and construction projects and enforce the master construction schedule.

**DIRECTOR, FACILITIES AND MAINTENANCE (Continued)**

- \* (7) Coordinate and approve all maintenance, repair, and construction projects and, when applicable, approve for compliance with building codes from project design through all phases of construction and submit required annual code compliance reports to the Florida Department of Education.
- (8) Assist in the acquisition and disposition of School Board owned real property.
- (9) Serve as liaison with local county and city officials to coordinate facility construction activities.
- \*(10) Monitor the implementation of standards for the maintenance of District educational and ancillary facilities including compliance with health, safety and sanitation codes.
- (11) Direct the preparation of the Florida Inventory of School Houses (FISH) Report.
- \*(12) Coordinate the District's custodial services program.
- \*(13) Provide information to the Assistant Superintendent, Business and Finance on the status of facilities and maintenance services and prepare appropriate recommendations.
- \*(14) Assist in the development of administrative guidelines for facilities and maintenance services.
- (15) Assist in the development of policies for facilities and maintenance services.
- \*(16) Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment actions.
- (17) Assist in the development, implementation, and evaluation of staff development activities.
- \*(18) Prepare all required reports and maintain all appropriate records.
- \*(19) Assist in the preparation of the administrative services budget.
- (20) Administer the acquisition of and accounting for instructional materials.
- \*(21) Administer the District's Risk Management Program.
- \*(22) Coordinate the bid process for the purchase of equipment and / or services.
- (23) Review all construction contracts created by District personnel.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 1**