SCHOOL DISTRICT OF DESOTO COUNTY

DIRECTOR OF FACILITIES

JOB DESCRIPTION

QUALIFICATIONS:

(1) Associate's from an accredited educational institution and three (3) years experience in a related field

or

(2) High School diploma or equivalent and six (6) years' experience utilizing appropriate skills.

(3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies and state and federal laws and rules governing facility construction, inspection and maintenance. Knowledge of maintenance and repair of facilities and safety practices. Knowledge of audit requirements, building codes and State Requirements for Education Facilities (SREF) standards. Knowledge and experience with state and local safety, fire, construction, and public access regulations. Ability to communicate effectively, utilizing interpersonal skills to maintain effective relationships with other division staff, faculty, students, and the public. Ability to analyze division operations and procedures. Ability to demonstrate strong interpersonal skills of listening, oral and written communications and sound judgment. Ability to work independently and as part of a team. Ability to use computer systems and software applications. Ability to use current technology to maintain records and obtain data. Ability to delegate and monitor assignments. Ability to encourage and facilitate professional growth of assigned staff.

REPORTS TO:

Deputy Superintendent or designee

JOB GOAL

To assist with the administration of maintenance, construction management, custodial services, facilities, and security.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

Service Delivery

*(1) Oversee department budgets and assigned capital outlay project budgets

*(2) Maintain auditable records in the areas of responsibility

*(3) Examine blueprints, plans, specifications, and assembly instructions for estimating maintenance job costs and obtaining price quotations.

*(4) Ensure compliance with applicable building and safety codes, hazardous waste disposal, OSHA, and hazardous materials.

*(5) Inspect work performed by subcontractors to ensure conformance with specifications.

Job Code: 74005

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*(6) Study production schedules and estimate worker hour requirements for completion of job assignment.
*(7) Establish or adjust work procedures to meet project schedules.
*(8) Recommend measures to improve methods, equipment performance and quality of product.
*(9) Suggest changes in working conditions and use of equipment to increase efficiency of maintenance operation.
*(10) Devise and implement measures for quality control and methods to increase efficiency.
*(11) Analyze and resolve work problems or assist workers in solving work problems.
*(12) Study legislation and Department of Education (DOE) technical papers/requirements as needed.
*(13) Interpret policies to workers and enforce safety regulations.
*(14) Perform the duties of the fire, health, and safety officer.

Inter/Intra-Agency Communication and Delivery

*(15) Maintain a close working relationship with school administrators to ensure information exchange and the coordination of efforts for effective school operations.
*(16) Interact with parents, outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
*(17) Respond to inquiries, complaints and concerns in a timely manner.
*(18) Keep supervisor informed of potential problems or unusual events.
*(19) Serve on district or community councils or committees as assigned or appropriate.
*(20) Assist in the interpretation of programs, philosophy and policies of the district to staff.
*(21) Work closely with district and schools staffs to support school improvement initiatives and processes.
*(22) Establish and maintain intergovernmental relations with municipalities and county personnel.

Professional Growth and Improvement

*(23) Keep informed and disseminate information about current research, trends and best practices in areas of responsibility.
*(24) Maintain expertise in assigned areas to fulfill district goals and objectives.
*(25) Support staff development activities in assigned areas.
*(26) Encourage, develop, and promote staff development activities and provide training and technical assistance as needed.
*(27) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

Systemic Functions

*(28) Assist in the development of policies.
*(29) Assist in the development of administrative guidelines.
*(30) Ensure compliance with all federal and state laws and mandates.
*(31) Supervise assigned personnel, conduct performance appraisals and make recommendations for appropriate employment actions.
*(32) Address complaints and resolve problems.
*(33) Represent the district in a positive and professional manner.
*(34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

*(35) Participate in development of annual goals and objectives consistent with and in support of district goals and priorities.

Leadership and Strategic Orientation

*(36) Provide leadership and direction for assigned areas of responsibility.
*(37) Assist in implementing the district's goals and strategic commitment.
*(38) Exercise proactive leadership in promoting the vision and mission of the district.
*(39) Set high standards and expectations and promote professional growth for self and others.
*(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
*(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
*(42) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
*(43) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

COMPENSATION:

Compensation for this position is Administrative Range V

EVALUATION:

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