Birmingham Community Charter High School
Facilities Director

Title:	Facilities Director
FLSA Status:	Exempt – Member of Teamsters Union
Reports to:	Administrative Director overseeing operations
Supervises:	Assistant Plant Manager, Facilities Maintenance Staff, Custodial and Building/Grounds Staff
Salary:	$120,000 - $150,000 annually, based on relevant experience and qualifications

DEFINITION**:**
Under the direction of the Administrative Director overseeing operations, assists with the daily operations and planning for Facilities, Maintenance and Operations services and activities; this includes coordinating, directing, supervising, and evaluating building and/or grounds maintenance programs and related activities. These responsibilities include, but are not limited to, supervision of maintenance staff and projects, work orders, alteration projects, as well as the coordination and organization of construction, reconstruction, modernization, relocation, and other capital outlay projects.

ESSENTIAL FUNCTIONS:

- Plans, organizes, controls, and directs the school's facilities maintenance, custodial, grounds, and construction functions
- Analyzes, coordinates, and directs school construction, modernization, and maintenance projects
- Communicates with architects, technical consultants, and contractors as required for school facilities projects
- Develops and implements a systemic program of preventative maintenance and upkeep of the school's facilities, grounds, and equipment
- Researches and coordinates the purchase of items needed for construction, custodial, and maintenance projects, in accordance with the School's requisition procedures
- Works closely with LAUSD staff, as well city, county, state, and government agencies to ensure legal compliance in all projects
- Coordinates job walks and bidding processes for construction, modernization, and maintenance projects to ensure efficiency and cost-effectiveness
- Participates in meetings to gather and disseminate information related to pending and proposed projects
- Works closely with the CEO/ principal and other administrators to evaluate existing facilities and prioritize needs
- Works closely with the CBO to develop, implement, and monitor budgets to ensure that projects remain within budget
- Develops and maintains project schedules to ensure on time completion
- Establishes and maintains systems for monitoring and reporting progress on custodial, facilities maintenance, construction and other projects, including both internal communication (e.g. reports to the administration and the Board) and external communication (e.g. state and federal reporting, as needed)
- Regularly inspects work done to ensure compliance with State Building Code and other applicable requirements
- Ensures safe operations in all maintenance and construction projects, including compliance with the school's Injury and Illness Prevention Program (IIPP)
- Responds quickly to emergency maintenance needs
- Attends training programs, workshops, and meetings for the purpose of maintaining skills and ensuring compliance with district, local, state, and federal requirements

- Prepares, adjusts, and assigns work schedules for regular and special cleaning, and the recycling program including school-vacation cleanups, and assures that facilities are unlocked and secured as necessary
- Inspects the plant and equipment in order to maintain personnel standards and nonhazardous conditions
- Assures safe and efficient operation of equipment, determines the need for maintenance work, and coordinates maintenance services with personnel and school schedules
- Maintains inspection records, report needs for repairs to the Site Administrator or to the appropriate maintenance office, and may make minor repairs
- Maintains records and submits reports on plant security, vandalism, thefts, emergencies, supplies, operation costs, use of facilities, and related matters
- Trains and instructs assigned personnel in cleaning methods, use of materials, operation of custodial and gardening recycling procedures, equipment, and related tasks
- Confers with school personnel, administrators, the public, and students in regard to the utilization of facilities and equipment, site security, special programs and activities, and regulation
- Maintains records of shutoff valves and utility cutoffs, including fire sprinkler systems; checks and operates fire extinguishers; and may operate or supervise the operation of a swimming pool filtering system and related equipment
- Performs related duties as required

KNOWLEDGE OF:

- Management skills to analyze programs, policies and operational needs.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.
- Applicable Federal, State and local building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
- Practices, procedures, standards and techniques used in construction planning and implementation.
- Design specifications and terminology used in the building trades.
- State School Construction Program and State Contract Compliance laws and regulations.
- California Environmental Quality Act.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Architectural and engineering plans and specifications.
- School and department organization, operations, policies and objectives.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Principles, materials, and methods of custodial work
- Various types of surfaces and coverings and the appropriate cleaning, polishing, and protective agents
- Safe and efficient operation of low-pressure and other heating equipment, ventilating and air conditioning systems, and other building equipment
- Electrical systems in building and grounds operation
- Fire and safety ordinances and regulations affecting school buildings
- Procedures for the maintenance of records; and the report, storage, and disbursement of materials
- Pollution control regulations
- Methods and materials used in minor maintenance of buildings and equipment

- Principles of supervision and obligations of supervisors under the provisions of the labor agreement applicable to subordinates
- Basic personnel and payroll rules and procedures

ABILITY TO:

- Assist with the planning, organizing, and supervision of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of school buildings, facilities, grounds and equipment.
- Coordinate and direct communications, personnel, projects, and management functions, to meet school needs and assure smooth and efficient Department activities.
- Supervise, train, and evaluate the performance of assigned personnel.
- Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing department projects and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Estimate and assure adequate staff, material and equipment levels needed for operations and projects. Communicate effectively both orally and in writing.
- Read and interpret construction documents including blueprints, plans and specifications.
- Interpret, apply and explain laws, code, rules, regulations, policies and procedures.
- Maintain current knowledge of State of California Education code, building code, OSHA regulations, and other construction rules and regulations
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with limited supervision.
- Plan and organize work.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files.
- Maintain regular and consistent attendance

EDUCATION:

- Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by additional courses in personnel management, supervision and related subjects.
- Verification of successful completion of authorized courses in Building and Grounds Training, Heating and Ventilation, Supervision, and Scheduling Practices preferred.

EXPERIENCE:

- Five years of experience in janitorial, custodial or building maintenance work
- At least two years in a lead/ supervisory capacity preferred

SPECIAL:
A valid California Driver License and use of an automobile may be required for some positions.

PHYSICAL DEMANDS**:**

- Safely lift and move heavy supplies and equipment
- Stand and walk for long periods of time
- Lift, carry, push, pull, bend, twist, stoop, kneel, walk, run, and crawl.
- Perform moderate to heavy physical exertion.
- Lift and carry 50 pounds.

- Reach in all directions.
- Stand, sit and walk for extended periods of time
- Work predominantly in outdoor environment, including possible adverse weather conditions
- Read, interpret, and apply rules, regulations, policies and procedures

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Right to Revise:

This job description is not meant to be all-inclusive and the Charter School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed, as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice.

Employee: I have received a copy of the above Job Description and agree to direct any questions to my supervisor.

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Employee Signature Date