

# **Bourne Public Schools**

## **FACILITIES DIRECTOR**

### **JOB DESCRIPTION JD13**

**REPORTS TO:** Director of Business Services

**JOB GOAL:** Support the academic mission of the school district by being responsible for the day-to-day operation of the Facilities Department in accordance with all local, state and federal laws including, but not limited to, planning, organizing and managing all custodial and grounds maintenance in order to ensure cleanliness, safety, and security of all students, staff and visitors. Develop, implement, and administer systems, policies, and procedures to effectively manage corrective and preventative maintenance programs.

**SUPERVISES:** Along with the principals, supervises all custodial staff. The Facilities Director is the primary supervisor and evaluator for the Custodians and Head Custodians in each school. The Facilities Director supervises and evaluates all maintenance personnel.

#### **PRIMARY PURPOSE:**

1. Coordinates all aspects of the school facilities and grounds, and maintains a condition of operation that supports school and community use of the school's physical plant, grounds and fields.
2. Develops and carries out short-term and long-term plans for building maintenance and upkeep.
3. Provides leadership and oversight to the maintenance staff that encourages teamwork, ensures equitable and appropriate work assignments, and provides adequate supplies, materials, and training needed to accomplish assigned responsibilities.
4. Complies with all state and federal reporting as related to school facilities

#### **RESPONSIBILITIES:**

1. Plans, assigns, and initiates routine cleaning and both minor and major maintenance work in cooperation with Lead Custodians, Director of Business Services, and Building Principals
2. Works with Head Custodians to plan, assign, and supervise the work of custodians to ensure cleaning standards are maintained
3. Supervises and directs Head Custodians and Custodians and all outside facility contractors
  - a. Works with building principals to develop work assignments and building maintenance needs,
  - b. Completes, plans, assigns, schedules and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency, and
  - c. Responds to emergencies and outages on a timely basis
4. Responsible for the evaluation of Head Custodians and Custodians, per contract
5. Participate in snow/weather emergency planning and response and support the Superintendent in determining whether to cancel or delay school.
6. Receives, stores, and issues all maintenance and operation supplies and equipment within established budgetary limits
7. Maintains and distributes inventories of both supplies and materials
8. Inspects each building on a regular basis and confers with principals and the Director of Business Services regarding custodial and maintenance work
9. Ensures proper building security and safety systems are intact, operational, and followed

10. Works with administrative team to determine, plan, and communicate maintenance activities, critical issues and preventative maintenance plans for buildings, facilities and mechanical systems
11. Institutes and oversees a preventative maintenance program for all mechanical and structural components of each building
12. Coordinates annual inspections (Fire extinguishers, sprinklers, fire alarms, elevators, boilers, generators, wastewater treatment, chemical hoods, gym and playground equipment).
13. Coordinates adherence to AHERA, MSDS, OSHA, EPA and any other federal, state, or local regulations for health and safety of all employees under their supervision and building occupants.
14. Routinely evaluates condition of building(s) and equipment, maintains a 5-Year Facilities Needs Plan, and assists and makes recommendations to the Director of Business Services on matters of building repair, renovation, upgrades and other major building and facilities projects
15. Assists the Director of Business Services in development of documents and plans relating to custodial, building maintenance, grounds, and capital project budgets
16. Completes all state and federal reports related to school facilities
17. Maintains compliance with the Americans with Disabilities Act (ADA), harassment policies, and all other School District policies
18. Performs other duties as deemed necessary by the Director of Business Services or Superintendent of Schools

**QUALIFICATIONS:**

1. Demonstrated knowledge of electrical, lighting, heating/ventilation, plumbing and all other mechanical systems found in schools. Holder of license(s) certifying technical competence in relevant areas preferred
2. Demonstrated knowledge of materials, tools, supplies, methods in use, care, cleaning and general maintenance of buildings
3. Minimum education: High School graduate. Additional training/education preferred
4. At least 5 years' experience as a job foreman, project manager, and/or team leader preferred
5. Demonstrated knowledge of all aspects of providing maintenance services to school-sized buildings.
6. Ability to respond to emergencies and monitor weather conditions 24/7
7. Experience with MSBA building process highly desirable
8. Knowledge of facilities, construction, IT terminology, OSHA regulations, building codes, legal compliance regulations, environmental agency requirements and safety standards.
9. Ability to work with and manage custodial staff and contractors to ensure appropriate level of service is provided, including but not limited to timely response to make needed repairs, replace and/or install new systems
10. Ability to interact positively with the school community, children, staff, and parents
11. Successful screening by means of Criminal Offenders Record Investigation (CORI) and Statewide Applicant Fingerprint Identification (SAFIS) review
12. Good health; ability to lift up to fifty (50) pounds; climb ladders; walk on roof; access crawl spaces and tunnels
13. Valid motor vehicle license required

**SALARY:** To be negotiated/regionally competitive

**TERMS OF EMPLOYMENT:** A twelve-month year in accordance with the employment agreement with the Facilities Director

**EVALUATION:** The Facilities Director will be evaluated annually by the Director of Business Services.