Position: Director of Maintenance of Grounds

Job Summary: The Director of Facilities is responsible for the comprehensive management and oversight of all school district facilities. This includes maintenance, operations, planning, and development of the district's physical infrastructure to ensure a safe, efficient, and conducive learning environment for students, staff, and visitors.

Qualifications/Minimum Requirements:

1. Bachelor's degree.
2. Minimum of 5 years of experience in facilities management, preferably in an educational setting.
3. Proven experience in budgeting, project management, and staff supervision.
4. Strong knowledge of building systems, safety regulations, and compliance standards.
5. Excellent communication, organizational, and problem-solving skills.
6. Ability to work collaboratively with diverse groups and manage multiple projects simultaneously.

Reports to: Assistant Superintendent

Responsibilities:

- **Facilities Management**
  - Oversee the maintenance and operations of all district buildings and grounds.
  - Develop and implement a preventive maintenance program to ensure the longevity and efficiency of facilities.
  - Ensure compliance with all local, state, and federal school facilities and safety regulations.
- **Budget and Resource Management**
  - Prepare and manage the facilities budget, including capital improvement projects.
  - Allocate resources effectively to maintain and improve facilities within budget constraints.
  - Seek and manage grants and other funding opportunities for facility improvements.
- **Staff Supervision**
  - Hire, train, and supervise facilities staff, including maintenance workers, custodians, and groundskeepers.
  - Provide input on performance evaluations and provide professional development opportunities for facilities staff.
  - Ensure staff adherence to safety protocols and district policies.
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- **Planning and Development**

    - Collaborate with district leadership to develop and implement long-term facility plans.
    - Oversee construction and renovation projects, including planning, budgeting, and coordination with contractors and architects.
    - Conduct regular inspections and assessments of facilities to identify areas for improvement and future needs.
- **Safety and Compliance**
    - Develop and enforce safety protocols to ensure the well-being of students, staff, and visitors.
    - Coordinate with local emergency services and conduct regular safety drills and training.
    - Maintain records and documentation related to safety inspections, compliance, and incident reports.
- **Communication and Collaboration**
    - Serve as the primary point of contact for facilities-related issues and inquiries.
    - Collaborate with school administrators, staff, and community members to address facility needs and concerns.
    - Work collaboratively with building-level administration, athletic directors, and the Assistant Superintendent of Schools.
    - Prepare and present reports on facility operations and projects to the school board and other stakeholders.

Working Conditions: The position may require occasional evening and weekend work. The candidate must also be able to promptly respond to emergencies outside of regular working hours. If prompt response is not feasible, the Director must make prior arrangements and communicate the plan to the Assistant Superintendent. Ability to lift and carry up to 50 pounds and perform physical activities related to facility inspections and maintenance oversight.

Benefits:

- 12-month position.
- Salary is competitive and dependent upon qualifications.
- Health, vision, and dental insurance are available.
- Vacation, personal, and sick leave.