

WENTZVILLE R-IV SCHOOL DISTRICT

Position Description

Position Title: Executive Director of Facilities
Reports To: Deputy Superintendent of Staff & Operations

SUMMARY

The Executive Director of Facilities maintains all school facilities in a condition of operating excellence and oversees the management of facilities, custodial, maintenance, and technology operations services.

QUALIFICATIONS/REQUIREMENTS

- Minimum of a Bachelor's Degree in Project Management, Engineering, or related field.
- Three years of experience in facilities operations, or equivalent combination of education and experience.
- In-depth knowledge in all phases of facilities management, operations, and services.
- Experience in administrative and supervisory capacities, preferably in a school district setting.

ESSENTIAL JOB DUTIES

- Supervises the Director of Custodial Services, Director of Maintenance, Director of Technology Operations, and Facilities Project Manager.
- Plans and directs the maintenance and repair of all school facilities.
- Consults with architectural and engineering firms, government institutions, utility services, contractors, and sub contractors for the planning, development, and construction of new school facilities and the renovation of existing school facilities as needed.
- Plans and directs the upkeep of grounds including maintenance of playground and equipment, mowing, and snow removal.
- Plans and directs emergency repairs as necessary, during and after operating hours.
- Plans, directs, organizes, and implements programs of preventative maintenance which includes District roadways, parking lots, driveways, H.V.A.C systems, roofing systems, mechanical and electrical equipment, and life safety systems.
- Directs and monitors the preparation of playing fields, grounds, and other necessary facilities for athletic or other school activities.
- Plans, directs, and inspects the improvements and renovations performed by outside contractors.
- Provides support, guidance, and training for all personnel within areas of responsibility.
- Completes employee performance evaluations in accordance with District Policy.
- Plans and directs the inspections of all school facilities for needed repairs and maintenance.
- Creates an annual budget for the maintenance, repairs, improvements, and contracted services of all school facilities and grounds.
- Reviews the employee performance evaluations of staff within areas of supervision.
- Directs and oversees all activities related to purchasing, receiving, storing, and issuing of maintenance supplies, parts, and equipment in accordance with District policies and procedures.
- Oversees District-wide fleet replacement and maintenance.

ESSENTIAL JOB DUTIES (cont'd)

- Directs and oversees all systems related to record keeping and filing systems, including payroll functions, labor, materials and equipment costs, and costs of contracted services.
- Develops specifications for supplies, parts, equipment, and contracted services.
- Coordinates District wide efforts for energy conservation.
- Supports safety programs and initiatives of the District as directed.
- Serves as a representative on the Superintendent's Extended Cabinet.
- Attends meetings as required, such as Board meetings, administrator meetings, conferences, and seminars.
- Follows all policies and procedures as established by the District and Board of Education.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Deputy Superintendent of Staff & Operations or Superintendent of Schools.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

The Executive Director of Facilities shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.