DIRECTOR OF FACILITIES MANAGEMENT & PLANNING
JOB DESCRIPTION

JOB INFORMATION

TITLE: Director of Facilities Management & Planning

EMPLOYEE GROUP:	CLASSIFIED	**ADDITIONAL JOB CODES:**	607
SHIFT:	252 days		
TERM OF EMPLOYMENT:	Per Classified Compensation Plan		
HOLIDAYS:	As Per School Calendar		
LOCATION(S):	District-Wide		
RATE OF COMPENSATION:	As Determined by Administration		
FSLA:	Exempt	Non-Exempt	
Last Edited On:	06/16/2025	Board Approval Date:	

ORGANIZATION

DEPARTMENT: Facilities Management & Planning **REPORTS TO:** Business Manager

JOB SUMMARY

SUMMARY

The Director of Facilities Management & Planning is responsible for the comprehensive oversight, strategic planning, and operational management of all facilities. This includes ensuring safe, healthy, and high-quality learning environments for students and staff through effective leadership in budgeting, project management, personnel management, vendor relations, and communication. This role will focus on the administrative, financial, and strategic aspects of facilities, working in close collaboration with the Director of Mechanical Services and Building Systems to ensure seamless day-to-day operations and long-term infrastructure development.

QUALIFICATIONS

The Director of Facilities Management & Planning shall:

a. Possess high school diploma or GED, Vocational training, Associate's degree, or Bachelor's degree in Facilities Management, Engineering, Architecture, Business Administration, or a related field. Master's degree preferred;
b. Possess a minimum of 2-3 years of progressively responsible experience in facilities management, with a strong emphasis on planning, budgeting, and project management;
c. Experience in a K-12 public school setting or similar institutional environment is highly desirable;
d. Possess a thorough knowledge of facilities planning, construction methods, building systems, and maintenance best practices;

e. Possess strong financial management skills, including budget development, tracking, and reporting;
f. Possess excellent project management skills, with a proven ability to manage multiple projects simultaneously;
g. Possess demonstrated ability to lead, motivate, and develop a diverse team;
h. Possess exceptional communication (written and verbal), interpersonal, and presentation skills;
i. Possess proficiency in facilities management software, project management tools, and Microsoft Office Suite;
j. Possess knowledge of relevant local, state, and federal regulations and building codes
k. Possess ability to think strategically, solve complex problems, and make sound decisions;
l. Possess strong negotiation and conflict resolution skills; and
m. Possess a valid Pennsylvania State Driver's License and clean driving record.

ESSENTIAL FUNCTIONS

SCOPE OF RESPONSIBILITIES

a. Strategic Planning & Development:
b. Budgeting & Financial Management
c. Project Management
d. Personnel Management & Leadership
e. Emergency Response & Communications
f. Inventory & Asset Management
g. Communication & Stakeholder Relations
h. Compliance & Risk Management
i. Vendor & Contract Management

SPECIFIC RESPONSIBILITIES

a. Strategic Planning & Development
    1. Develop and implement long-range facilities plans, including capital improvement projects, deferred maintenance, and sustainability initiatives, aligned with the school district's educational goals and strategic vision;
    2. Conduct facilities needs assessments, demographic studies, and capacity analyses to support enrollment growth and program expansion; and
    3. Research and recommend best practices in facilities management, energy efficiency, and environmental stewardship.
b. Budgeting & Financial Management
    1. Develop, manage, and monitor the overall annual department operating budget and capital projects budget receiving input from the Director of Mechanical Services and Building Systems and the Head Groundskeeper;
    2. Oversee all financial aspects of facilities, including procurement, contract negotiation, invoice approval, and cost control; and
    3. Identify and secure funding opportunities, including grants and state/federal programs.

c. Project Management
    1. Coordinate with the Director of Mechanical Services & Building Systems to determine project leads;
    2. Lead and manage select construction, renovation, and repair projects, from conception to completion;
    3. Develop project scopes, timelines, budgets, and bid specifications;
    4. Coordinate with architects, engineers, contractors, and other stakeholders to ensure projects are delivered on time, within budget, and to the required quality standards;
    5. Ensure compliance with all relevant building codes, safety regulations, and accessibility standards (e.g., ADA); and
    6. Collaborate with and support the Director of Mechanical Services & Building Systems for set up of major school / district events (graduation, Mini-Thon, musicals, etc.).
d. Personnel Management & Leadership:
    1. Directly supervise, train, evaluate, and provide leadership to the district's designated custodial and warehouse logistics teams;
    2. Oversee the hiring, training, supervision, and performance evaluation of facilities administrative and custodial staff;
    3. Foster a collaborative and high-performing team environment;
    4. Develop and implement professional development opportunities for facilities staff; and
    5. Establish clear performance standards and expectations for all facilities personnel.
e. Emergency Response & Communications
    1. Lead all communications regarding facility issues and system failures, ensuring timely and transparent updates to relevant stakeholders;
    2. Respond to all building emergencies in an on-call basis and notify proper individuals in the event of emergencies; and
    3. Develop and implement rapid response protocols for facility emergencies (e.g., power outages, major leaks, HVAC failures), ensuring timely and effective resolution.
f. Inventory & Asset Management
    1. In collaboration with the Director of Mechanical Services, manage inventory and disposal of parts, supplies, furniture, equipment, and tools necessary for the maintenance and repair of building systems; and
    2. In collaboration with the Director of Mechanical Services, maintain accurate records of system specifications, maintenance history, warranties, and repairs for all technical assets.
g. Communication & Stakeholder Relations
    1. Serve as the primary point of contact for school administrators, district leadership, staff, parents, and community members regarding facilities matters;
    2. Develop and implement effective communication strategies for facilities-related information, including project updates, maintenance schedules, and emergency procedures;
    3. Represent the district on facilities-related committees, boards, and community groups as requested by the Business Manager; and
    4. Collaborate closely with the Director of Mechanical Services and Building Systems to ensure efficient workflow and effective problem-solving.

h. Compliance & Risk Management
    1. Ensure all facilities operations and projects comply with local, state, and federal regulations, including OSHA, EPA, and fire safety codes;
    2. Develop and implement emergency preparedness and response plans for facilities
    3. Serve as a member of the District Safety Leadership Team.
i. Vendor & Contract Management
    1. Develop and manage contracts with external vendors, service providers, utilities, and consultants for facilities-related services; and
    2. Evaluate vendor performance and ensure adherence to contract terms.

MISCELLANEOUS RESPONSIBILITIES

The Director of Facilities Management & Planning shall also:

a. Engage in professional learning as necessary to effectively perform all responsibilities of the position;
b. Operate District vehicles independently, via a valid driver's license, to complete job responsibilities and to fulfill district-wide maintenance needs;
c. Perform other duties as directed by the Business Manager and/or District Administration; and
d. Expected to report to work beyond regular working hours to make repairs of an emergency nature, snow removal and other weekend activities, or building checks as assigned.

WORK ENVIRONMENT

a. Office, Schools, meeting rooms, athletic facilities, and district properties;
b. Work indoors and outdoors; and
c. Travel to community resources as needed.

ATTENDANCE

a. Regular attendance is required. Persistent absence, and/or leave without pay, is grounds for dismissal.

PHYSICAL DEMANDS

a. Frequent travel to school district buildings.
b. Frequent walking throughout various areas.
c. Often sitting at a desk for extended periods.
d. Standing for extended periods of time.
e. Occasional lifting up to 70 pounds.
f. Manual dexterity to use office equipment.
g. Repetitive movement of fingers and hands for keyboarding.

SENSORY ABILITIES

a. Visual acuity to read correspondence and a computer screen.
b. Auditory acuity to be able to use telephones.
c. Ability to speak clearly and distinctly.

TEMPERAMENT

a. Must be courteous and able to effectively manage students. Ability to work with school-age children in a school setting.
b. Must be able to interact well with various publics and individuals.
c. Must be able to work as a member of a team.
d. Must be cooperative, congenial and service-oriented, and promote these qualities in the classroom.
e. Must be able to appropriately handle confidential information.
f. Must have ability to analyze situations efficiently and objectively to determine a proper course of action.

COGNITIVE ABILITY

a. Ability to follow written and verbal directions and give direction to others.
b. Ability to create and delegate assignments.
c. Ability to complete assigned tasks with minimal supervision.
d. Ability to read, write and do complex computations.
e. Ability to use correct grammar sentence structure and spelling.
f. Ability to compose clear, concise sentences and paragraphs.
g. Ability to organize office setting to efficiently accomplish tasks.
h. Ability to work independently and make work-related decisions.
i. Ability to exercise good judgment in prioritizing tasks, and directing staff.
j. Ability to communicate effectively at all organizational levels.

SPECIFIC SKILLS

a. Ability to operate office equipment.
b. Must appropriately handle confidential information.
c. Ability to manage a classroom with varied changing, service demand.

LICENSE

a. Valid Driver's License

COMMENTS

a. The job duties may be performed in a manner other than stated. The job will require the performance of other duties related to the essential functions as assigned. The employer may change the descriptions as jobs are analyzed and modified.
b. The position holder must be able to accomplish the performance responsibilities with or without reasonable accommodation. It is the responsibility of the employee to inform their supervisor of any and all reasonable accommodation requests.
c. The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

The Big Spring School District is an equal opportunity employer.