



St. Helens School District
St. Helens, OR
Job Description

Job Title: Director of Facilities
Reports To: Chief Financial Officer

JOB SUMMARY

To plan and supervise the maintenance and upkeep of district buildings (electric, plumbing, mechanical, furniture, etc) and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

Plans and schedules maintenance operations for district facilities, including long range maintenance planning and budgeting. Assists in the development of the district maintenance budget. Approves orders for equipment, parts and materials for maintaining district facilities and grounds, including the research for sources and the preparation and issue of bids and requests for proposals as appropriate. Designs jobs to be contracted and monitors contractor's work through completion. Supervises grounds/maintenance personnel.

- Assess maintenance needs of the district and recommend appropriate actions
- Prioritize and schedule maintenance operations for district facilities.
- Receive, organize, establish schedules for, and issue status reports on work orders
- Recruit, select, assign, supervise and evaluate grounds/maintenance personnel. Assist principals with custodial evaluations.
- Establish and maintain record books, various site data, blueprints and drawings, equipment and materials data, maintenance instructions and manuals, and any other similar data needed for facilities planning, maintenance and management for all district buildings and grounds.
- Develop and maintain a long term facilities maintenance and improvement plan.
- Establish and enforce written schedules and procedures for the maintenance and repair of vehicles, machines, tools, furniture and equipment.
- Order equipment, parts and materials for maintaining district facilities and grounds. Maintain inventories and account for materials used.
- Evaluate requirements and develop both annual and long term budget data. Administer and ensure that the district operates within budget in those areas for which it is responsible.
- Design or hire consultants to design jobs to be contracted. Develop bid documents including specifications and obtain quotes and proposals. Monitor contractor's work to ensure it meets the district specifications and is completed on time and within cost.
- Plan and work with building administrators to ensure building security and respond to emergency security and other emergency calls on a 24 hour basis.
- In cooperation with district safety officers, monitor facilities and maintenance work to assure clean and safe physical plans and grounds. Responsible for the safe working conditions and working procedures of staff. Responsible for the safety of work performed by both district staff and contractors.

- Establish, monitor and continue to research energy conservation programs.
- Assure district compliance with various local, state and federal codes, regulations and statutes which apply to sites, facilities and work performed.
- Manage the district asbestos program.
- Manage hazardous chemicals programs for the district relative to buildings and grounds.
- Serve as District Integrated Pest Management Plan Coordinator; administer and assure compliance with Plan; update Plan as needed or required by law.
- Arrange continuing appropriate training for self and supervised employees.
- As a working manager, perform maintenance functions as necessary and appropriate and inspect the work of building and grounds personnel.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Director supervises Grounds & Maintenance personnel

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of and experience with general building and grounds maintenance functions.
- Familiarity with and ability to both perform and train others in diverse mechanical, plumbing, electrical, heating, ventilation and cooling systems maintenance and repair.
- Must be able to read blueprints, electrical wiring diagrams and plumbing layouts.
- Capable of supervising a diverse group of trades and maintenance personnel.
- Capable of complex technical problem analysis and solution.
- Capable of effective and detailed planning and scheduling.
- Good communications skills, both written and oral.
- Strong customer service and team player orientation.
- Ability to work cooperatively and effectively with other managers, administrators and other district staff.
- Competence with computers and technology.
- Possess valid driver's license and be insurable by district liability carrier; able to drive to various locations, both within and beyond the district.
- High School diploma required; B.A. preferred.

PHYSICAL DEMANDS

The physical demands 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.

- Able to climb, bend and reach to perform maintenance functions and to inspect worksites for needed maintenance and inspections.
- Ability to perform work and inspections in confined spaces.
- Able to climb ladders and work at heights including on roofs.

- Able to lift equipment and materials

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: St. Helens SD

Prepared Date: 4/2012

I have read and understand this job description.

Signature: _____

Date: _____