

Job Description – Director of Facilities**General Summary:**

Under the direction of the Assistant Superintendent, the Director will be responsible for the daily operation and coordination of the maintenance and cleaning of school district facilities and grounds in order to provide clean, safe, efficient, environmentally healthy, and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning. The Director of Facilities will ensure that the district's facilities and equipment are well maintained and a preventative maintenance plan and 5-year facilities plan are in place. The Director shall work cooperatively with the building principals, the athletic director, the auditorium manager, state and local safety officials, and the district's safety committee.

Position Requirements:

It is expected that the Director will possess a Bachelor of Science in Facilities Engineering/Manager and/or certification in Facility Management, or have had previous management level experience with a strong facilities and maintenance background.

Strong communications skills – written and verbal – are essential to a successful transition to this position as is the ability to collaborate and establish good public relations with the community, administrative and instructional staff, student body, and school board.

Job Responsibilities:**I. Personnel**

- a. Recruit, interview, hire, dismiss custodial and maintenance staff, including substitutes.
- b. Write annual evaluations of department staff and review with them.
- c. Develop work schedules for custodial and maintenance staff.
- d. Oversee work order system to ensure timely completion.
- e. Organize training and professional development for staff.
- f. Provide for staff training in proper use of cleaning chemicals and equipment.
- g. Evaluate the quality of custodial and maintenance work on a frequent basis.

II. Administrative

- a. Supervise all areas of cleaning and maintenance.
- b. Attend school board meetings, as needed, to address district facilities issues.
- c. Develop and supervise policies governing the use of buildings and grounds, the use and scheduling of athletic fields, safety and security, and long-term facilities needs.
- d. Collaborate with district administrators to ensure minimal disruption to daily school functions when scheduling significant maintenance projects.
- e. Coordinate and oversee all sub contractors for compliance with contracts.

Job Description – Director of Facilities (cont'd.)**III. Fiscal Management**

- a. Prepare and present to the Assistant Superintendent an annual budget for all accounts under Director's responsibilities in order to meet the goals of the 5-year plan.
- b. Approve and review all time cards for payroll processing.
- c. Initiate purchase requisitions and follow through purchase order process to approval of payment.
- d. Maintain appropriate inventory of supplies and equipment.
- e. Develop requests for proposals for outside contractors as necessary.

IV. Record Keeping and Compliance:

- a. Complete the Crowd Manager Course and maintain active certification.
- b. Follow guidelines and maintain records as required by state and local officials in the following areas:
 - i. Risk management
 - ii. Pest control
 - iii. Water testing
 - iv. Asbestos management
 - v. Playground safety
 - vi. Fire safety
 - vii. Blueprints and specifications library
 - viii. Elevator safety

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