



## Seattle Public Schools Director of Facility Operations

<b>SALARY</b>	\$175,822.40 - \$225,784.00 Annually	<b>LOCATION</b>	John Stanford Center for Educational Excellence, WA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	27049
<b>DEPARTMENT</b>	Facilities Operations	<b>OPENING DATE</b>	04/29/2026
<b>CLOSING DATE</b>	5/13/2026 5:00 PM Pacific	<b>SUBJECT AREA</b>	N/A - THIS IS NOT A TEACHING POSITION
<b>FTE</b>	1.0		

### Overview of Position

Under general supervision of the Executive Director of Capital Projects, Planning and Facilities Operations, plans, manages, coordinates and provides leadership in the provision of Facility Operations, including Major Preventative Maintenance, Critical Maintenance, Grounds and Custodial Services Departments throughout the District, including allocation of staff and resources, and evaluation of assigned programs

### Essential Functions

#### 10%

- Establishes goals and objectives for the section which are consistent with District policies and procedures and Department Collective Bargaining Agreements.
- Establishes priorities, allocates necessary resources and implements decisions to ensure completion of goals and objectives.
- Monitors progress and performance of staff in assigned departments

#### 15%

- Plans, coordinates, and manages the activities of staff in assigned department; hires staff and assigns work; establishes clear performance expectations and evaluates staff based on results; initiates changes in assignment and takes corrective measures.
- Initiates and makes recommendations concerning the handling of grievances, disciplinary actions, probation, and/or dismissal of employees.

#### 10%

- Provides counsel and technical direction including review and approval of work requests, preparation of estimates to accomplish jobs, determination of methods of work accomplishment, determination and assignment of proper work priorities.
- Selects vendors to accomplish work on periodic maintenance, operations and services, and scheduled work orders.

#### 10%

- Identifies and provides opportunities for support staff training.
- Ensures that safety training and proper safety procedures are in place.

**10%**

- Develops and monitors section budget in collaboration with assigned budget analyst.
- Ensures adherence to proper fiscal control measures, and District policies and procedures.

**10%**

- Initiates building and equipment maintenance standards and ensures adherence to these standards.
- Supports decisions regarding repair or replacement for District building components and equipment, conducts research on new maintenance techniques, current trends, practices, and productivity methods.

**10%**

- Maintains liaison with other sections to provide effective coordination across the District.
- Communicates with District departments and external agencies involved with maintenance and construction.
- Provides technical assistance to District staff for problems related to existing facility alterations and improvements.

**5%**

- Serves as a member of the District bargaining team for labor contract negotiations involving facility operations personnel, as requested.
- Ensures effective day-to-day administration of labor contracts; represents Facilities Operations/District through initial steps of the grievance process; determines appropriate response and implements decisions.

**5%**

- Interprets, monitors, and ensures District compliance with Federal, State, and local laws, regulations, and safety standards, including those related to bids and purchasing, prevailing wages, and special purpose uses.
- Administers projects to ensure completed work conforms to codes and regulations.

**15%**

- Works with Principals, Building, and Program Managers, District staff and the public responsible for the resolution of maintenance issues.
- Maintains liaison with other Capital Projects and Planning and Facilities staff to provide effective coordination between and among areas.
- Obtains feedback on staff performance and customer satisfaction with work performed.

**OTHER FUNCTIONS:**

- May perform related duties consistent with the scope and intent of the position.

**RELEVANT COMPETENCIES:****Managing Relationships**

Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.

- Relates well to all kinds of people inside and outside of the organization.
- Works to create win-win scenarios.
- Shares appropriate information to find common ground.
- Puts own agenda aside in order to achieve organization's goals.

**Managing Through Processes & Systems**

Designs practices, processes, and procedures necessary to get things done; simplifies complex processes; gets more out of fewer resources; creates systems that manage themselves.

- Sets clear, well-defined outcomes for desired results and tracks progress.
- Breaks down objectives into actionable steps with targeted deadlines.
- Leverages and uses resources efficiently and creatively to achieve desired outcomes.

**Priority Setting**

Spends his or her time and the time of others on what's important; focuses on the critical few, and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal.

- Spends own and other's time on what's most important.
- Focuses on the critical few, and puts the trivial many aside.

- Ensures that each individuals and the department develop goals and a plan that fulfills the organization's mission.

### **Negotiating**

Can negotiate skillfully in difficult situations; can settle differences with minimum noise; can win concessions without damaging relationships; thoughtfully fashions creative solutions that satisfy all parties.

- Presents his/her point of view in a way that enlists others' support.
- Develops and delivers persuasive arguments to address the concerns, wants and needs of others.
- Identifies key decision-makers and builds alliances.
- Achieves win-win outcomes by identifying common interests.

### **DISTRICT WIDE CORE COMPETENCIES:**

#### **Collaboration**

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

#### **Getting Results (Action Oriented)**

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

#### **Decision Quality & Problem Solving**

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

#### **Integrity**

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

#### **Accountability**

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Principles and practices of custodial and grounds administration, facilities maintenance, building systems, and equipment maintenance.

- Work control concepts and methodologies.
- City, County, State, and Federal building codes and safety standards.
- Principles and practices of facilities planning, design, and construction.
- Research and maintain needs assessment; administrative practices including staff supervision and training; journey level trades for large scale physical plant operations.
- Computer systems and networks and standard application software, including spreadsheet, word processing, and data base packages.
- Strong oral and written communications.
- Team building, motivate others and work collaboratively to build an effective team.
- Evaluate, assess, and improve the effectiveness of programs and procedures.
- Provide leadership and direction to others.
- Supervise staff; organize and carry out work schedules.
- Analyze problems, and recommend and implement solutions.
- Establish objectives, policies, and procedures.
- Take individual initiative, accept responsibility and be held accountable.
- Coordinate multiple projects simultaneously.
- Develop and administer budgets.
- Stimulate team and group processes.
- Adapt to and innovate change and remain flexible.
- Establish and maintain effective working relationships with District staff and administrators, outside agencies, and the public in a multicultural environment.

## Typical Qualifications

### EXPERIENCE/EDUCATION:

#### **A typical way to obtain the knowledge and abilities would be:**

Ten (10) years of increasingly responsible experience in maintenance and/or construction management, including five (5) years of experience managing a maintenance program for a large physical plant with multiple satellite sites with (4) Four years of supervisory/management experience; Bachelor's degree in construction management, engineering, business administration, public administration, or a related field; Master's degree preferred or an equivalent combination of education and experience.

**Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.**

### CLEARANCES:

Criminal Justice fingerprinting and background check

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#### **Employer**

Seattle Public Schools

#### **Address**

2445 3rd Ave South

Seattle, Washington, 98124-1165

#### **Phone**

206-252-0215

#### **Website**

<http://www.seattleschools.org/careers>

## Director of Facility Operations Supplemental Questionnaire

### \*QUESTION 1

Do you have Ten (10) years of increasingly responsible experience in maintenance and/or construction management?

- Yes
- No

### \*QUESTION 2

Do you have five (5) years of experience managing a maintenance program for a large physical plant with multiple satellite sites?

- Yes
- No

### \*QUESTION 3

Do you have (4) Four years of supervisory/management experience?

- Yes
- No

### \*QUESTION 4

Do you have a Bachelor's degree in construction management, engineering, business administration, public administration, or a related field?

- Yes
- No

\* Required Question