



Director of Facilities and Transportation

Purpose Statement

The Director of Facilities and Transportation is responsible for directing maintenance, custodial, and grounds services; facilities planning; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

Supervisory Relationship

Reports to: Business and Operations Manager

Essential Functions

- **Collaboration:** Collaborate with internal and external personnel (e.g., other administrators, auditors, public agencies, community members) to implement and maintain services and programs.
- **Department Operations:** Direct department operations, including maintenance services and the implementation of new programs and processes (e.g., site repairs/construction, preventive maintenance) to provide timely services in compliance with requirements.
- **Meetings and Workshops:** Facilitate meetings and workshops to identify issues, develop recommendations, support staff, and represent the District.
- **Inspection:** Inspect new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure jobs are completed efficiently and comply with regulatory requirements. Approve inspection reports and payment requests.
- **Building Insurance Management:** Maintain and update Building Insurance for the District to ensure accurate and up-to-date coverage.
- **Budget Monitoring:** Monitor budget allocations, expenditures, fund balances, and related financial activities to ensure accurate allocations, recorded revenues, and expenses within budget limits.
- **Personnel Functions:** Perform personnel functions (e.g., recruiting, interviewing, hiring, evaluating, supervising) to maintain adequate staffing, enhance productivity, and achieve budgetary objectives.
- **Documentation:** Prepare a wide variety of written materials (e.g., correspondence, memos, reports, policies/procedures, budget) to document activities, provide references, and convey information.
- **Information Presentation:** Present information to communicate details, gain feedback, and ensure adherence to internal controls.
- **Staffing Recommendations:** Recommend new hires, promotions, terminations, and transfers to maintain staffing needs and workforce productivity.
- **Research:** Research new products, laws, and regulations to recommend purchases, contracts, and maintain district-wide services.
- **Compliance Assurance:** Ensure compliance with district, state, and federal regulations and requirements for all supervised programs and staff.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operate standard office equipment and utilize pertinent software applications.
- Plan and manage projects and programs.
- Oversee program financial activities.
- Develop effective working relationships.

- Prepare and maintain accurate records.
- Administer personnel policies and procedures.

Knowledge

- Perform algebra and geometry calculations.
- Read technical information, compose various documents, and facilitate group discussions.
- Analyze situations to define issues and draw conclusions.
- Understand pertinent laws, codes, policies, and regulations.
- Knowledge of personnel processes and standard business practices.

Abilities

- Schedule numerous activities, meetings, and events.
- Gather, collate, and classify data.
- Work flexibly with a diverse group of individuals and organizations.
- Analyze data using various processes.
- Establish and maintain effective working relationships.
- Meet deadlines and schedules.
- Set priorities and work with multiple projects, frequent interruptions, and changing priorities.
- Work with detailed information and maintain accurate records.
- Maintain confidentiality.
- Facilitate communication between persons with divergent positions.

Responsibility

Work independently under broad organizational guidelines to achieve unit objectives. Manage multiple departments. Direct the use of budgeted funds within a work unit. Utilize resources from other work units as needed. Continuously impact the organization's services.

Work Environment

Physical demands: occasional lifting, carrying, pushing, and pulling; some stooping, kneeling, crouching, and crawling; significant fine finger dexterity. Job requires 60% sitting, 20% walking, and 20% standing. Minimal temperature variations and some exposure to risk of injury and illness.

Experience

Job-related experience within a specialized field with increasing levels of responsibility

Education

Bachelor's degree in a job-related area

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Grade

PO

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.