**Tigard Tualatin School District 23J**

**Job Description**

**Work Year:** 260/261
**Bargaining Unit:** Confidential/Managerial
**FLSA Status:** Exempt
**Salary:** Column K

**JOB TITLE:** Facilities Manager **REPORTS TO:** Director of Operations and Bond

## GENERAL DUTIES SUMMARY:

The Facilities Manager oversees the day–to-day care, maintenance, repair, and operation of the district's physical plant and fleet management. This position coordinates short- and long-range planning of maintenance and facilities while working to mitigate safety and health hazards. The Manager directs district-wide safety and training programs and oversees staff to ensure a safe and healthy environment at all facilities.

## SUPERVISORY RESPONSIBILITIES:

This position supervises the Maintenance & Custodial Department, including all maintenance personnel and services. Responsibilities include overseeing fleet, vehicle, and equipment maintenance programs and ensuring all staff maintain proper licensure and certifications.

## ESSENTIAL DUTIES and RESPONSIBILITIES:

- Manage and evaluate the district's physical plant, monitoring and revising systems and services as appropriate.
- Establish long-range schedules for maintenance, repair, and preventative maintenance for all mechanical units, roofing, and building systems.
- Support the district's capital improvement program and energy conservation efforts.
- Serve as an advisor to the Director of Operations and Bond and Superintendent on all matters related to district facilities.
- Assure compliance with federal, state, and local laws and regulations regarding capital projects and maintenance operations.
- Maintain 24-hour on-call availability for physical plant emergencies.
- Oversee alarm systems, security systems, and the district's key plan and distribution.
- Prepare and administer the budget for the Maintenance Department.
- Direct Fire, Life, and Safety supports and ensure all areas of legal compliance are met.
- Develop and implement an ongoing safety program for the school district as required under OSHA.
- Conduct training and inspection programs to monitor OSHA compliance and reduce risk (e.g., Bloodborne pathogens, PPE, ergonomics, and environmental considerations).

- Coordinate compliance with regulations such as the Americans with Disabilities Act (ADA), Section 504, and environmental issues like radon and asbestos.
- Support school safety committees.
- Oversee quarterly playground safety inspections and periodically inspect buildings to ensure safety standards.

**Marginal Duties and Responsibilities:**

- Support recommendations for the district's Evaluation Plan and Emergency Response Plan.
- Serve as district liaison to partnership agencies utilizing district facilities or land.

**QUALIFICATIONS:**

***Minimum:***

- Technical Expertise: Proficiency in construction, mechanical/electrical engineering, landscape architecture, architectural design, HVAC controls, and energy management.
- Legal and Regulatory Compliance: Knowledge of federal and state laws such as ADA, Section 504, OSHA, GAAP, GASB, or Oregon Budget Law.
- Specialized Knowledge: Deep understanding of federal laws and codes related to plant management, including workers' compensation, ADA, and Section 504.
- Customer Focus: A commitment to a service-driven philosophy that prioritizes stakeholder satisfaction.
- Technology Skills: Proficiency in both general suites (Microsoft/Google) and role-specific systems.
- Management Skills: Proven experience in personnel management, budgeting, purchasing, and program coordination.
- Communication: Ability to read, analyze, and interpret technical documents and effectively present information to top management and the Board.
- Problem Solving: Ability to solve practical problems and deal with concrete variables in situations with limited standardization.
- Mathematical Skills: Ability to calculate figures and amounts with sufficient skill to accomplish essential duties.
- Interpersonal Relationships & Teamwork: The ability to work harmoniously with others and build relationships with diverse stakeholders.
- Flexibility & Creativity: Being adaptive to change and innovative in problem-solving.
- Dependability: Reliability in actions and the ability to inspire confidence in district policies.

***Preferred:***

- Technical Competence: Advanced competence in project management techniques, computer software, and public processes.

**EDUCATION and EXPERIENCE:**

- Five years of increasingly responsible experience in facilities maintenance and construction supervision is required.
- Candidates must demonstrate expertise in technical areas such as public business administration or engineering.

**WORKING CONDITIONS:**

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.

## EVALUATION

Performance of this job will be evaluated in accordance with the provisions in the Collective Bargaining Agreement between Tigard-Tualatin School District 23J and the Manager-Confidential Employee Agreement.

## TERMS OF EMPLOYMENT

**This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position's activities and requirements, the administration reserves the right to modify, add or remove duties and assign duties as necessary that still reflect the essential functions of the department.**

I have reviewed the above position and understand its contents. I am aware that my position description may be revised or updated at any time. Once notified of changes, I remain responsible for knowledge of its contents.

**Employee Name (print)**_____ **Date**_____

**Employee Signature** _____