Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Job Description

Position: Director of Facilities

Reports To: Superintendent of Schools with evaluation in accordance with District and Board Policy.

Qualifications:

1. Bachelor's degree in a relevant discipline
2. 10+ years of related experience, including building maintenance and operations, security, staff development and management
3. Experience managing historic facilities and/or private residences is preferred. Experience negotiating and working with external service providers, establishing contracts, contract administration, payments, and scheduling
4. Familiarity with the upkeep needs of various building types
5. Has experience analyzing problems and developing action plans
6. Is knowledgeable of principles and practices related to the management of maintenance, custodial, warehouse, and landscape activities
7. Possesses hands-on experience with HVAC units, electrical, grounds care, buildings, custodial care, carpentry, playground equipment and safety
8. Has a working knowledge of all applicable OSHA, EPA, and NH School Code regulations that apply to the Facilities and Maintenance Department of the school district

Supervises: Custodial/maintenance staff

Physical Demands:

1. **Mobility:** Frequent walking and standing to inspect facilities, visit different building areas, and attend meetings
2. **Lifting and carrying:** Occasional lifting of equipment, supplies, or tools up to 50 pounds.
3. **Bending and reaching:** Stooping, kneeling, or crouching to access equipment or inspect areas that may be hard to reach
4. **Climbing:** Ability to climb stairs to access different levels of the building
5. **Dexterity:** Fine motor skills to operate tools, write reports, and use computer systems
6. **Visual acuity:** Clear vision to inspect facilities, identify potential hazards, and read documents
7. **Hearing:** Ability to hear instructions, alarms, and communicate with staff

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

Background Check: Candidate will need to successfully pass a background investigation to include fingerprint and criminal history evaluation.

General Duties & Responsibilities:

1. Responsible for the maintenance, operations, and housekeeping functions for schools/area properties.
2. System operations, maintenance and repairs for all locations, including planning, procurement of services, management of services, establishment of user interfaces (e.g. building management systems, security devices, etc.), managing HVAC parameters throughout the year, scheduling regular maintenance, trouble shooting, management of maintenance contracts, maintenance of records and management of warranties.
3. Hire, train, motivate and develop reporting staff members.
4. Oversee all building repairs, maintenance and service contracts for assigned locations, to include but not limited to contractors, security, garbage collection, HVAC, pest control, snow removal, landscaping to ensure work is being completed to acceptable standards.
5. Establish and maintain safety standards in facilities work activities and ensure proper use of chemicals and equipment in facilities maintenance and landscaping activities.
6. Develop and update Emergency Action Plan, including procedures and schedules for emergency drills.
7. Provide support when needed on all construction projects.
8. Establish and maintain security requirements, secure and manage security service vendor contracts and to ensure the safety and security of buildings, employees and guests; respond to building alarms, acts as the emergency contact person during off hours, assist in establishing and coordinating emergency preparedness plans at all locations.
9. Manage and schedule all facilities related deliveries and pickups, including collection and removal of garbage and recyclables.
10. Oversee the housekeeping functions for all locations and ensure work is being completed and up to acceptable quality standards.
11. Coordinate for event set-up for all group meetings, including set-up, furniture, equipment etc.
12. Manage inventory of all stored facilities equipment, office equipment, allocate all storage spaces and enforce standards for furniture and space utilization. Ability to coordinate activities and events, analyze diverse situations and recommend appropriate course of action.
13. Liaise with IT vendor and assist when needed.

Evaluation: Performance of this position will be evaluated annually in accordance with Board policy.

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