

FACILITIES DIRECTOR

REPORTS TO: Business Manager

DEPT/SCHOOL: Maintenance

PRIMARY PURPOSE: Directs and manages all phases of the Maintenance and Operations Departments in such a way as to ensure safe and efficient operations.

QUALIFICATIONS:

Minimum education/certification: Bachelor's Degree in related field or extensive management experience in large organization.

Special knowledge/skills:

- Extensive organizational skills.
- Skills in dealing effectively with both professional and trades people.
- Ability to analyze complex problems and effect the solution most favorable to the district.

Minimum experience: Five years successful administrative experience.

MAJOR RESPONSIBILITIES AND DUTIES:

INSTRUCTIONAL MANAGEMENT: Ensure that the maintenance and operations functions are supportive of instructional goals and objectives of the district.

SCHOOL/ORGANIZATIONAL CLIMATE: Use management style that promotes cooperation, teamwork and collaborative decision making among staff members.

SCHOOL/ORGANIZATIONAL IMPROVEMENT:

1. Develop effective goals for departments under supervision consistent with district goals and objectives.
2. Encourage and promote effective incentive and recognition programs for outstanding employee performance.
3. Keep Business Manager informed on pertinent information concerning maintenance and operation departments and facilities.
4. Develop and maintain positive employee morale.
5. Work cooperatively with others to meet needs essential to the success of schools.

PERSONNEL MANAGEMENT

1. Define and evaluate job performance expectations of subordinate staff.
2. Develop training programs for employee improvement.

ADMINISTRATION AND FISCAL/FACILITIES MANAGEMENT

1. Keep informed of and comply with all State and Federal requirements pertaining to maintenance and operation including hazardous materials and energy conservation.
2. Propose and monitor realistic budget for departments.
3. Provide leadership and management for a safe and efficient maintenance, custodial, warehouse and grounds function throughout the district.
4. Assess campus needs and communicate them to supervisors so that prioritization occurs in addressing problem areas.

STUDENT MANAGEMENT: Acknowledge employees who model appropriate behavior to students.

SCHOOL/COMMUNITY RELATIONS: Demonstrate awareness of district/community needs and initiate activities to meet those identified needs.

PROFESSIONAL GROWTH AND DEVELOPMENT:

1. Use information and insights provided through assessment instruments, the district appraisal process, evaluative feedback from line supervision, and professional development programs to improve performance.
2. Provide leadership in addressing challenges facing the profession; pursue professional developmental activities; disseminate ideas and information to other professionals.

SUPERVISORY RESPONSIBILITIES: Supervise and evaluate the performance of mechanic, exterminator, secretarial, and supervisory positions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.