

FACILITIES AND OPERATIONS DIRECTOR

PRIMARY FUNCTION: To use leadership, supervisory, and administrative skills to implement facility/ground plans that promote proactive maintenance of facilities and grounds to sustain well maintained facilities and grounds.

QUALIFICATIONS:

Education: College degree or equivalent training, experience and certification.

Training and Experience: Training and knowledge in the maintenance of wood, rubberized, porcelain, VCT tile, and carpeted flooring; a sound knowledge of building construction, the maintenance and operation of buildings and grounds; an understanding of the specific purposes of school facilities maintenance and operation, and of the basic purposes of education in general; the ability to work well with people, to organize effectively and to plan wisely; and the ability to communicate effectively in writing and orally.

Demonstrated Technical Skills: Planning and organizational skills, knowledge in the maintenance of boilers and air conditioning systems, temperature controls of boilers and air conditioning systems; and possess computer literacy skills.

Human Relations Skills: Ability to communicate effectively and relate positively with students, parents, custodial staff, and members of the community.

DIRECTLY RESPONSIBLE TO: Superintendent, Facilities/Grounds Supervisor, Custodians, Bus Drivers

ASSIGNED RESPONSIBILITIES:

- Assume responsibility for the overall direction and management of school facilities maintenance and operation, grounds, and planning for new technologies and future growth under the general direction of the Superintendent, and in accordance with Board objectives and policies.
- Develops job descriptions and work schedules for all custodial and maintenance personnel.
- Assigns and directs all custodial and maintenance personnel.
- Is involved in the selection of new custodian and maintenance personnel.
- Develops and provides orientation and initial training of new employees.
- Responsible for continuing training for all current custodial and maintenance personnel.
- Develops effective and efficient systems for all custodial and maintenance services, preventative maintenance services and work orders.
- Completes the detailed inventory of physical plant.
- Responsible for the technical library consisting of plans, specifications, shop drawings, manufacturer's literature, etc., on all buildings and equipment therein.
- Completes the development of maintenance standards and guides for each building.
- Provides supervision and leadership for evening employees.
- Develops safety work rules for employees and conducts a continuous safety program.
- Selects, recommends for purchase and evaluates products relating to operation and maintenance supplies, equipment and tools.
- Responsible for appropriate bidding and purchase of supplies, equipment and tools, Supervises, inspects and evaluates the work, and certifies satisfactory completion for payment.
- Responsible for inventory and distribution systems for supplies, equipment and tools.
- Assists in the planning for new buildings and additions, remodeling and renovations.

- Develops schedules for periodic inspection, preventive maintenance and service of buildings and equipment.
- Develops long-range plans for the improvement of buildings and grounds.
- Assists in the development of a facilities budget.
- Works with building administrators so that proper custodial and maintenance services are provided for all activities.
- Represents the Superintendent in working with the architect on construction projects.
- Undertakes major responsibility for evaluating all building services personnel.
- Perform up to 40 hours per week of custodial/maintenance work.
- Supervise all services that are contracted for ground maintenance including snow removal.
- Responsible for the bidding process for ground maintenance and snow removal.
- Check road conditions and advise the Superintendent on school closings and delays.
- Supervise Bus Drivers and work with bus mechanic for all needed mechanical services.
- Responsible for the upkeep and repair of all the school district's equipment including the school car, truck, tractors, mowers, etc.
- Perform all such other duties as may be assigned to him/her by the Superintendent/Designee.

TERMS OF EMPLOYMENT: Twelve (12) month work year – salary and work year to be determined by the Superintendent and Board of Education.

EVALUATION: Evaluations will occur annually on or before June 1 of each fiscal year. Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative personnel by the Superintendent of Schools.