NOTICE OF VACANCY

POSTING DATE: February 4, 2020
POSITION: Director, Facilities Management
LOCATION: Facilities Management
SALARY: $96,328 - $111,056
START DATE: ASAP
DEADLINE: February 18, 2020 or until filled

SUMMARY
Responsible for the overall supervision of Facilities Management and Energy Management. Central role in school district planning and analysis of current programs, support systems and expenditures.

QUALIFICATIONS
• Bachelor’s degree required. Area of study in engineering, architecture or business preferred.
• Master’s degree, preferred.
• Demonstrated experience in construction, engineering, architecture, and/or facilities planning and management.
• Established successful leadership development with a shared vision for facilities that support teaching and learning.
• Demonstrated strengths in customer service and team building.
• Goal oriented.
• Ability to handle multiple priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Participates with county and state organizations in staying abreast of facilities and other district-related issues.
• Serves as administrative liaison to the Board building and site committee.
• Responsible for long-range planning and overall supervision through subordinate supervisors of custodial, maintenance and energy management.
• Develops and plans for budgets for new construction, remodeling and maintenance of buildings.
• Responsible for District real property management.
• Oversees District sustainability efforts related to facilities.
• Reviews the condition of various building and site components and establishes capital project priorities and budget as well as maintains a deferred capital projects list.
• Establishes how capital projects will be accomplished including coordination of District staff, consultants and contractors.
• Develops award recommendations and oversees expenditures in facilities capital outlay.
• Oversees capital construction projects including roofs and parking lots.
• Responsible for Phase II storm water requirements and serve as certified storm water operator.
• Responds to indoor air quality concerns.
• Oversees on-site traffic study reviews with cities and traffic consultants.
• Oversees compliance with ADA building accessibility requirements.
• Asbestos (AHERA) designated person and responsibilities.
• Oversees safety and environmental requirements.
• Oversees the maintenance, custodial and security program of the district.
• Oversees District health and safety requirements related to the department.
• Member of the District safety committee.
• Monitors schedules and procedures for the regular, on-going maintenance and custodial care of district facilities.
• Develops and monitors the maintenance and custodial budgets.
• Other duties as assigned.
BOARD OF EDUCATION EXPECTATIONS FOR ALL FPS EMPLOYEES

To ensure work/choices contribute to the Learner Profile and District Goals, as demonstrated by:

a. Ability to create a collaborative culture through providing a safe environment for employees to take risks, work independently and interdependently and to value all perspectives.

b. Ability to establish productive relationships which will support and leave people better off through engagement in courageous conversations and empathetic interactions in order to make choices that build trust and understanding.

c. Ability to establish an environment of continuous improvement that will provide data/feedback and reflection that will assist in identifying and solving problems in an innovative manner.

d. Ability to establish an environment for cultural improvement by demonstrating honesty with self and others through equity, not just equality, and seeing and embracing differences as assets.

e. Ability to know your audience and to tailor communication in a timely, clear and appropriate mode; always seeking to understand.

METHOD OF APPLICATION:

Applications are being accepted online only. To apply for this position, go to the district’s web site at www.farmington.k12.mi.us, select the tabs ‘Departments’, ‘Human Resources’ ‘Employment’, ‘Online Application’.

It is the policy of Farmington Public Schools that no person shall, on the basis of race, creed, color, national origin, sex, age, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or in any of its programs or activities.