Notice of Vacancy
South Lyon Community Schools
345 South Warren
South Lyon, MI 48178

POSITION: Faculties Director (AD3)

LOCATION: Griswold Operations Center

QUALIFICATIONS/RESPONSIBILITIES: See Attachment

RATE OF PAY: Salary Range: $93,407.00-$107,184.00

BEGINNING DATE: ASAP

DEADLINE FOR APPLICATION:
Internal: January 18, 2024
External: Until Filled

APPLICATION: Send letter of interest and resume to:
Brian Toth, Assistant Superintendent for Administrative Services
tothb@slices.us

Applications accepted via Frontline
https://www.applitrack.com/oaklandschools/onlineapp/

DATE OF POSTING: January 10, 2024
SOUTH LYON COMMUNITY SCHOOLS
JOB DESCRIPTION

FACILITIES DIRECTOR

QUALIFICATIONS:
1. Experience and education in facilities management.
2. Extensive supervisory and planning experience in the areas of building, plant and grounds maintenance. School maintenance and operations experience preferred.
3. Training and background in all aspects of mechanical, electrical, heating and cooling aspects of building operations including asbestos control and record keeping.
4. Experience in and/or knowledge of the areas that constitute good building and grounds maintenance, upkeep management, preventive maintenance, energy conservation and personnel safety methods and procedures.
5. Demonstrated ability to function effectively in an administrative capacity.
6. Evidence of good communication skills.
7. Demonstrated ability to work with people.

REPORTS TO: Assistant Superintendent of Business & Finance and Superintendent

RESPONSIBILITIES:
1. Responsible for the supervision of all Grounds, Maintenance, and Environmental Services employees.
2. Submit an evaluation of all maintenance employees every two years, or as required by Asst. Supt. for Administrative Services.
3. Develop and implement a district wide 'preventive maintenance' plan.
4. Maintain attendance records of all employees.
5. Develop and maintain a data base for all equipment and its repair history. Utilize this data base in making repair versus replacement decisions.
6. Work with the Assistant Superintendent of Business & Finance to develop, implement, and monitor maintenance budgets across various funding sources (general fund, bond and capital projects).
7. Attend appropriate committee and staff meetings at the local, county and state levels.
8. Assume responsibilities for the overall operation, maintenance, and upkeep of the physical plant of the district, on both a current and long-range basis.

9. Charged with the technical supervision, discipline and evaluation of all maintenance and custodial personnel employed by the district, and all maintenance work by outside contractors or individuals.

10. Advise and recommend solutions of custodial/maintenance problems and be responsible for accomplishing work at the lowest cost, consistent with quality of work and standards established by the Board.

11. Obtain and interpret field data for all work to be performed by district employees and obtain necessary permits and clearances for such work.

12. Assure conformance with plans and specifications, building codes, restrictions, etc., for all maintenance and construction work.

13. Inspect work of contractors to ensure performance of work to specifications and plans, including protective and preventive steps in the best interest of the district.

14. Interview applicants for appointments within the Maintenance Department.

15. Develop and implement an ongoing training program for all current maintenance staff.

16. Maintain and provide a safe working environment for personnel by ensuring conformance with OSHA and MIOSHA standards; asbestos requirements (responsible for the implementation of all aspects of asbestos control and record keeping); Right-To-Know compliance and employee training, etc.

17. Responsible for the development and approval of (in cooperation with building administration) maintenance and custodial work loads and schedules.

18. Make regular periodic inspections of buildings and grounds to ensure maintenance of standards of housekeeping and state of repair.

19. Recommend scope of work and estimate costs of required maintenance of buildings and grounds so they are maintained in a condition of operating excellence.
20. Make cost studies and estimate on various aspects of maintenance and operations as may be appropriate.

21. Process maintenance work requests within the provisions of the budget.

22. Certify appropriateness of payments to contractors for all contracted services within operations and maintenance budgets.

23. Develop and prepare all bids for maintenance equipment and custodial supplies in accordance with Board policy and Business Department procedures.

24. Order materials, supplies and equipment in a timely manner while maintaining adequate inventory of maintenance and custodial supplies.

25. Maintain personnel records, such as timecards, absences for personal illness and personal business as required.

26. Attend administrative staff meetings and Board of Education meetings as requested by the Assistant Superintendent of Business & Finance and Superintendent

27. Schedule all deliveries and mail to buildings within the district.

28. Manage the warehouse including delivery of supplies.

29. Be familiar with the current collective bargaining agreement, work within its framework, and administer the contract; attend bargaining sessions as requested.

30. Assume primary responsibility for advising personnel on electrical, plumbing, boilers, controls, and general maintenance problems.

31. Responsible for other miscellaneous duties as assigned from time to time by the Assistant Superintendent of Business & Finance and Superintendent

32. Serve on District committees as needed including the Facilities Planning Committee, the Architecture Review Committee, and the Safety Advisory Team.