



Warren Woods Public Schools
Human Resources Department

NOTICE OF VACANCY

POSTING DATE:	March 20, 2024	REPORTS TO:	Deputy Superintendent
POSITION:	Director Facilities and Transportation 52 Week per year	COMPENSATION:	Per Administrative Salary Schedule \$95,403 - \$105,276 based upon experience and qualifications
LOCATION:	Administrative Service Center	BENEFITS:	Health care, dental, vision, LTD coverage, term life insurance policy of \$60,000 and longevity
		DEADLINE:	Until Filled

APPLICATION PROCESS FOR EXTERNAL APPLICANTS: For full consideration of your candidacy please complete the entire online application on the **Warren Woods Public Schools Human Resources website** at www.warrenwoods.misd.net by the deadline.

APPLICATION PROCESS FOR INTERNAL APPLICANTS: Respond via email to sdenewith@mywwps.org with a letter of interest, resume, plus any other supportive materials for review or mail to:

Warren Woods Public Schools
Stacey Denewith-Fici, Superintendent - 12900 Frazho, Warren, MI 48089

ABOUT OUR DISTRICT:

- Warren Woods Public Schools are located in southeast Michigan's Macomb County. The school district covers five square miles in the eastern part of Warren – Michigan's third largest city.
- The district has over 3000 students served by three elementary schools, one middle school (6-8 grades), two high school (9-12).
- Physical buildings include 3 elementaries, a middle school, a high school, an alternative high school, child care/community education center/administrative service center and a maintenance garage.
- An extensive special education program with Warren Woods being the center programs for Macomb County in Speech & Language Impaired (SLI) and Physically or Otherwise Health Impaired (POHI) students.
- A state of the art district in the area of technology, equipment and resources available to our students and staff.
- The support and involvement of the parents, community, staff and Board of Education has made the Warren Woods Public Schools and excellent place to learn and work.

POSITION SUMMARY:

Responsible for the day-to-day efficient and effective management of support services provided to the school district in the areas of plant operations, buildings and grounds maintenance, student transportation, utilities distribution, divisional staffing, safety and security, energy conservation, labor relations, facility planning, engineering, facility construction, environmental issues, cooperative relationships with local agencies and other duties as assigned.

QUALIFICATION REQUIREMENTS:

- Minimum of two years of successful college work with additional course work in skilled trades; Bachelor's degree in engineering, educational leadership or related field preferred.
- Preferred minimum of four years of practical experience in the management of facilities and/or operations in a multi-building/site company, preferably educational facilities.
- Minimum of two years for successful supervisory experience.
- MSBO Certified Facilities Director or similar certification or willingness to obtain same.
- Basic knowledge of technical fields where the work consists of applying specific techniques and principles including, but not limited to: boilers, HVAC, temperature controls, plumbing, electrical, carpentry and mechanical.
- Knowledge of State and Federal environmental and safety regulations.
- Exceptional interpersonal skills to build successful working relationships.
- Extensive proven organizational skills
- Proficient computer skills including e-mail, Microsoft Word, Microsoft Excel, Microsoft PowerPoint; preferred computer skills including School Dude and Edulog.

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- Ability to analyze complex problems and provide favorable solutions.
- Ability to read and interpret building blueprints.
- A valid driver's license and good driving record; this person will be required to drive their personal vehicle around district daily.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations:

- Directs the development, implementation, and supervision of programs for the efficient operation of all school district buildings and grounds, their security/safety systems, cleanliness and sanitation.
- Develops quality standards for cleanliness and facility appearance for all District facilities, and implements written housekeeping standards, staff training and appropriate supervision.
- Conducts periodic inspections of facilities to ensure that these objectives are being fulfilled.
- Maintains the efficiency of the work force and analyzes cost reduction strategies.

Maintenance:

- Directs the development, implementation, and supervision of regular and preventive maintenance programs for all facilities, mechanical and electrical systems, utility systems, and grounds.
- Develops an annual priority list for regular and deferred maintenance, repairs and replacement projects for all facilities including capital equipment, roofs, paving, capital improvements, painting, and athletic fields, etc.
- Provides direction for the energy management program and maintenance of records for regular evaluation.

Project Engineering:

- Assists in the preparation of specifications for bids.
- Consults and advises in regard to alteration of existing structures.
- Works with architects, school officials, and contractors on the design, construction, or major alterations of school buildings, reviewing and assisting in making changes in plans and specifications.
- Maintains District's technical library of plans, specifications, shop drawings and manufacturer's literature on all buildings and equipment.
- Develops long-range capital improvement plans for buildings and grounds.

Transportation:

- Directs the development, implementation, and supervision of the student transportation system for regular and special education students.
- Provides direction for bus route planning and implementation, budget assessment and monitoring, assessment of road conditions during inclement weather, equipment management, and garage operations.
- Supervises the maintenance and repair program for the District's buses, trucks, automobiles, and other powered grounds equipment.
- Completes annual SE-4107 and SE-4094 Reports relating to bus fleet depreciation and transportation costs.

Department Personnel:

- Directs the process for recruitment, selection, training, monitoring and retention, and evaluation of all departmental personnel.
- Oversees the organization of programs for training and the administration of personnel policies and contractual agreements related to department personnel.
- Develops in-service training programs; prepares periodic evaluations of employees, incident reports and accident investigations.

Safety:

- Develops and maintains a continuous safety program; establishes work safety rules for employees.
- Conducts periodic safety inspections of buildings.
- Follows and upholds all Federal and State safety rules and guidelines.
- Collaborates with school personnel, law enforcement personnel, parents and the public on matters related to vehicle safety, student safety, and the District's Emergency Management Plan.
- Maintains Safety Data Sheets (SDS).
- Surveys all work sites for toxic chemicals.

Budget:

- Assists in preparing complete departmental budget for plant operation and maintenance, capital additions, replacements, building and site projects, and transportation operations.
- Controls costs as budgeted and report variances.

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Environmental Regulations:

- Directs the implementation of all processes, record keeping, training and services required to meet the promulgated State and Federal rules, regulations and laws pertaining to all environmental issues including asbestos and lead.
- Serves as the District's AHERA Designated Person for Asbestos.
- Meets all requirements annually to maintain the NPDES Phase II Stormwater Permit.

Utility Management:

- Monitors, regulates and assesses all programs associated with the District's purchase and use of natural gas, electricity and water.
- Continuously strives to improve the District's energy efficiency.
- Directs the overall operation for pupil transportation services in compliance with all Michigan State Transportation Regulations.
- Performs such other duties as may be assigned by the Deputy Superintendent.

WORKING CONDITIONS:

Language Skills – Ability to read, analyze, and interpret documents. Ability to write clear correspondence and messages. Ability to effectively present information and respond to questions from administrators, staff, parents, students and the community.

Mathematical and Reasoning Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plan and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Physical Demands – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most directors work within an office setting and travel 20 to 30 percent of the time. The job typically requires some physical exertion; individuals in this position may be on their feet throughout the workday. The person in this position needs to occasionally move about inside the office to access file cabinets, office machinery, etc. In addition, the person may need to ascend/descend a ladder to analyze a facility or piece of equipment and may need to occasionally push or lift equipment. The employee will need specific vision abilities to analyze facility and transportation needs. The employee may be required to meet multiple demands from several people and interact with the public and other staff. The employee is directly responsible for the safety, well-being, and/or work output of other people.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Warren Woods School District that no person shall, on the basis of race, color, religion, national origin or ancestry, gender/sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or in employment. For information, contact (586) 439-4401.

Inquiries related to discrimination on the basis of disability should be directed to: Stacie Sward, 504 Coordinator, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4464.

Direct all other inquiries related to any other discrimination to: Stacey Denewith-Fici, Superintendent, 12900 Frazho Rd., Warren, MI 48089. (586) 439-4417
