

# Manager of Facilities

## ***QUALIFICATIONS:***

- Applicant must be able to administrate and oversee maintenance department. Must be hands on working supervisor as well as an administrative liaison. Leadership and communication skills are paramount. Must have computer skills including word, excel, Internet, e-mail. Must have working knowledge of basic carpentry, mechanical, electrical, plumbing, painting and grounds care. Applicant must possess a clean criminal and driving record.

## ***REPORTS TO:***

**Direct Supervisor: Business Manager**

## ***RESPONSIBILITIES:***

- Administrates and supervises the district maintenance work order system
- Provides coordination to staff as well as independently accomplishes tasks
- Provides quality assurance to the work orders
- Acts as project coordinator for district capital improvement projects. Works with architects, engineers, and contractors to assure specification driven quality and cost effectiveness
- Works with district staff, committees, or community groups and helps to provide coordination between district goals and master plans
- Acts as a liaison between the district and the custodial service
- Acts as a resource for the custodial service
- Responsible for budgeting and expense control of operations and maintenance department
- Assists in budgeting of Site and construction and Life Safety categories
- Holds an asbestos worker license – handling all asbestos removal related activities along with most mandated asbestos master plan activities
- Acts as the district resource for building security measures and is a liaison between the security contractor and building users, setting guidelines/procedures and reacting to violations
- Administrates and executes responsibilities in the following areas: District paint and flooring maintenance plans, warehousing and deliveries, grounds (generally mowing, snow removal, turf development) pest control, summer

maintenance/building use activities, district vehicle fleet, energy and resource consumption/conservation

- Provides guidance, supervision and evaluation to both full and part time staff
- Is on call for security and mechanical emergencies

***TERMS OF EMPLOYMENT:***

Work Day

Atypical Work Day – 8 hours per day

Work Year

260 Days

Bargaining Unit

Non-Bargaining

Salary and Benefits:

Three weeks paid vacation

Partial Board paid individual and dependent insurance

***EVALUATION:***

Annually evaluated by the Business Manager