

Job Title: **DIRECTOR OF FACILITIES**

Qualifications: High School diploma or equivalency. Ability to work with and maintain powers tools and light equipment. Knowledge is required to perform basic math (use of calculator and/or software programs), read and follow instructions, understand complex multi-step oral and written instructions. Able to perform manual labor tasks. Knowledge of pertinent policies, regulations and/or laws relating to the safety and operation of the building. Basic Computer skills, i.e., research on the internet, correspondence with vendors, use of Word, Excel and navigate (BAS) Building Automation System (or ability to learn), required. Receive certification training/ maintain in the areas of asbestos. Minimum three years' experience in the area of general maintenance and some supervision experience. Not required, but helpful if certified in a trade.

Position requires a valid driver's license and ability to travel, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Job Goal: Purpose of service under minimal direction, in the performance of grounds maintenance, sanitary and safe school grounds and related work. Follow all safety practices, utilizing equipment. Will assist with custodial work as needed.

Reports to: Business Manager.

Type of Position: Twelve Month/Exempt Contract

Responsibilities:

- Supervises maintenance and custodial personnel.
- Works with Business Manager in planning, estimating and scheduling "new" work per special projects and capital projects.
- Maintains and updates work order system, responds to staff requests.
- Performs preventative maintenance and coordinates summer cleaning and summer projects.
- Generates reports as required.
- Maintains the department budget and special projects within budgetary allocation.
- Receives and orders all requests for furniture.
- Works a flexible schedule to oversee the work of staff, which is a two-shift operation – 6:00 a.m. – 2:00 p.m. and 3:00 p.m. – 11:00 p.m.
- Makes recommendations, may prepare specifications for contractual services. Supervise the performance of vendors and contractors performing maintenance services.
- Examines school building and operating systems on a regular basis for needed repairs and maintenance.
- Oversees local, State, and Federal inspections.
- Makes recommendations regarding procurement of supplies, materials, and equipment
- Coordinates summer cleaning and maintenance projects.
- Maintains ball field during soccer and baseball seasons.
- Performs grounds keeping and building maintenance duties
 - Rake, mulch, and prune the grounds as needed.
 - Applying plaster, painting, and other duties
 - Minor repairs and follows maintenance procedures including preventative maintenance (scheduling, summer cleaning maintenance projects)
 - Minor plumbing duties such as changing faucets, unclogging toilets.
 - Minor carpentry duties such as wall repair, door repair, furniture repair.
 - Minor electrical work such as ballast work.
 - Daily inspections of grounds and buildings (including roof, gutters and storm drains)
- Removes snow from doorways, walkways and sidewalks. Sand and salt as necessary.
- Maintains school playgrounds and surfaces
- Maintains ball field during soccer and baseball seasons.
- Completes requests for materials and supplies for the purpose of maintaining availability of required items and completing jobs efficiently.
- Set up rooms for scheduled meetings
- Yearly review of all custodians.
- Review all applications for custodial/maintenance positions.
- Ability to establish and maintain working relationship with co-workers.
- This job description lists the general duties and is not intended to list every specific function required.

- Performs other duties as required

Physical Demands:

- The physical demands described below 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.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

EVALUATION: Performance of this job will be evaluated by the Business Manager.

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS CONSIDERATIONS

Lift up to 10 lbs: Frequently required
Lift up to 25 lbs: Occasionally
Lift 26 to 50 lbs: Rarely
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required
CARRY 11 to 25 lbs: Occasionally
CARRY 26 to 50 lbs: Rarely
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently required
REACH at shoulder height: Frequently required
REACH below shoulder height: Frequently required
PUSH/PULL: Frequently required

OTHER PHYSICAL

Twisting: Frequently required
Bending: Frequently required
Crawling: Frequently required
Squatting: Frequently required
Kneeling: Frequently required
Crouching: Frequently required
Climbing: Frequently required
Balancing: Frequently required

WORK SURFACES: (describe)

Composite desk
Carpet/tile floors
Computer keyboard/screen

DURING AN 6.92 DAY,

EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	1
Walk: .92	.92

HAND MANIPULATION

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

Environment: Inside: 85%

Outside: 15%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

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

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Name/List:
Cleaning Products

Bacterial and viral carried by students