

**MAPLE RUN UNIFIED SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Facilities Manager  
**Job Group:** Non Union, Non Certified  
**Reports To:** Principal/Designee

**Summary:** Serves as a working supervisor and oversees the custodial and maintenance functions at multiple locations. Develops and oversees a comprehensive program for the cleaning, maintenance, and operation of the physical plant, grounds, school owned vehicles and machinery. Ensures best practices are followed for: safety, cleaning, maintenance, and facilities-related training. Serves as a resource person in all assigned matters.

**Essential Duties and Responsibilities:**

1. Provides for the safe and secure operation of the district's buildings, grounds and equipment by:
  - a. Developing a sustainable building and grounds maintenance plan and budget.
  - b. Ensuring systems are in proper working condition including, but not limited to: building heating and ventilation, lighting systems, alarm systems, fire extinguishers, asbestos, lead paint safety and the maintenance of Material Safety Data Sheets (MSDS).
  - c. Facilitating access to parts and supply inventory, and ensuring regular maintenance of equipment, machinery and school owned vehicles. Maintains vehicle records and proper registrations and insurances.
  - d. Maintaining building security and alarm systems (i.e.: programming, key cards, key management).
  - e. Overseeing facility related bidding processes and maintaining contracts.
  - f. Overseeing scheduling and assignments of custodial and maintenance staff.
  - g. Managing of special building and grounds projects.
2. Oversees the daily operation of Building and Grounds by:
  - a. Periodically inspecting the condition of facilities and equipment; creating an annual project list and directing maintenance projects and processes as directed.
  - b. Supervising and evaluating custodial and maintenance staff; overseeing the work of contractors.
  - c. Providing appropriate training opportunities and promoting a safe and healthy learning environment while maintaining compliance with district policies, procedures, school directives and VOSHA/OSHA regulations.
  - d. Serving as the central coordinator for Building and Facility use.
  - e. Assisting in managing emergency procedures (i.e. evacuation drills, Crisis Plan) in conjunction with administration, SRO, and the School Safety Committee of which he is a member.
  - f. Providing support in the area of student transportation as needed.
3. Maintains positive relationship with staff, students, parents, community members, outside contractors and businesses.
4. Shall perform other assigned duties and special projects as assigned by the Principal/designee. Including long term planning and supervisor of construction needs.

**Supervisory Responsibilities:** Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Supervision of building maintenance staff and students enrolled

in activities. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High School diploma or equivalent is required. Bachelor's degree or its equivalent is preferred. Three or more years' experience working in a school environment preferred. Experience with computers, supervising others, and knowledge of facilities management and equipment maintenance preferred.

**Certificates, Licenses and Registrations:** Certification (or in progress) in one or more trades (i.e.: Plumbing, Carpentry, Mechanics, or Electrical). Certified in HVAC and/or OSHA.

**Language Skills:** Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures and legal documents. Ability to write reports, correspondence, and procedures. Ability to effectively present information and respond to questions from individuals and groups.

**Mathematical Skills:** Ability to work with mathematical concepts such as area, probability and statistical inference. Ability to apply math concepts such as: addition, subtraction, fractions, percentages, ratios to practical situations.

**Reasoning Ability:** Ability to assess situations and define problems: collect data, establish facts, and draw valid conclusions. Ability to deal with both abstract and concrete variables.

**Other Skills and Abilities:** Ability to apply knowledge of current research and theory in specific field. Knowledgeable in VOSHA/OSHA regulations. A demonstrated ability to establish and maintain effective working relationships with students, staff and the greater school/business community is essential. The ability to communicate clearly and concisely both in oral and written form is required. Ability to perform duties with knowledge of all Supervisory Union requirements, Board of Education policies and applicable state and federal laws.

**Physical Demands:** The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as determined by the Supervisory Union 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 stand, walk, sit, talk and hear. The employee is frequently required to reach with hands and arms and to perform manual tasks such as to finger equipment, use technology. This position requires the incumbent to stoop, kneel, crouch, climb, bend, lift, push, pull or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception. Occasionally the position may require extended hours and require meeting multiple demands from others.

**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 this environment is quiet to loud depending upon the activity in the particular part of the day and location. The work is performed primarily indoors; however occasional outdoor responsibilities are required. The position may require some travel.

**Terms of Employment:** Per Master Agreement

**Evaluation:** Annually

**Date:** November 1, 2018

*The information contained in this job description is for compliance with the Americans 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 individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.*