



## Byers School District

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**Job Title: Facility Director/Manager**

**Reports to: Superintendent of Schools**

**Evaluated by: Superintendent of Schools**

### **Facilities Director/Manager Job Description:**

We are looking for a highly organized, dependable facilities director to oversee the running of our building. The facilities director is responsible for ensuring the upkeep of all utilities, services, and grounds.

To be successful as a Facilities Director, you should be accustomed to devising swift, innovative solutions that maintain and facilitate operations. A top-notch facilities director/manager will sustain contact with staff, using the information obtained during interactions to make our space more enjoyable for all.

### **Facilities Director/Manager Responsibilities and Requirements:**

- Conducting regular needs assessments to ascertain potential issues with the building and grounds.
- Managing short-term and long-term budgets.
- Sourcing the services of professionals such as HVAC technicians, plumbers, and gardeners, as required.
- Scheduling the cleaning and maintenance of amenities and grounds.
- Implementing security measures within and outside of the facility.
- Negotiating the most favorable rates and compiling service agreements.
- Sound knowledge of relevant health and safety codes.
- Familiarity with maintenance requirements of old and new buildings.
- Strong leadership and communication skills.
- Capacity to juggle multiple demands.
- Ability to tend to emergencies outside of normal working hours.
- Ensuring facilities are always clean.
- Project management skills.
- Good organizational skills.

- Exceptional interpersonal skills.
- Supervising cleaning crews and maintenance workers.
- Documenting processes and keeping maintenance records.
- Develop and maintain organizational and departmental relationships.
- Responsible for hiring, promoting, disciplining and discharging personnel according to Company policies and procedures.
- Supervise custodial operations to ensure employees have appropriate equipment and resources to perform their jobs and meet goals and deadlines.
- Managing work order ticket system and assigning work orders.
- Maintaining employee training records.

### **Essential Duties & Responsibilities:**

- Participate in maintenance and construction projects as directed.
- Perform minor repair of broken pipe, cleaning sewer lines, clean clogged drains.
- Perform maintenance on washers, valves, fittings, and assist in repair of drinking fountain bubblers.
- Perform regular maintenance to gym floors daily, weekly and annual needs.
- Perform repairs to toilets, urinals, dispensers, partitions, sinks, and other fixtures.
- Repair or perform routine maintenance, on door hinges and strike plates.
- Replace ceramic, ceiling, and floor tile.
- Prepare surfaces for painting and apply finish or coverings using brushes, rollers, spray equipment.
- Remove or repair carpeting, drapes, plaster, and dry wall on projects.
- Make minor or emergency roof repairs.
- Perform preventive maintenance on buildings, grounds, and equipment.
- Install, inspect, repair and maintain fencing, asphalt, concrete, signs, surfaces and retaining walls.
- Remove broken glass and/or board up windows.
- Maintain inventory in preventive maintenance program.
- May troubleshoot breakdowns or problems with site maintenance.
- Keep required records on work performed.
- May perform minor repair and replacement on electrical fixtures, such as plugs, elements, light bulbs, light switches, defusers, and ballasts.
- Respond to alarm calls.
- Clear snow and ice from sidewalks and parking lots.
- Requisition supplies, parts and labor needs.
- Willing to work on or around apartments with tenants or without depending on the need.
- Complete 16 hours O/M asbestos training, or recertification annually.
- Maintain playground equipment.
- Other duties as assigned.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 100 pounds. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:** This position works in the outdoors, in inclement weather; indoors in buildings including classrooms; maintenance shops with machinery and noise; closed and confined spaces, attics, crawl spaces, under buildings; dust, odors, fumes, vapors, mold spores and chemicals.

**Days / Terms of Employment:** 260 Days / Twelve-month position. Salary Range \$50,000-60,000 determined by experience.

By signing below, you acknowledge the job description

Facilities Director \_\_\_\_\_ Date \_\_\_\_\_.

Superintendent \_\_\_\_\_ Date \_\_\_\_\_