

Director of Facilities

Purpose Statement

The job of Director of Facilities is done for the purpose/s of managing site selection and acquisition; planning and design of school facilities projects and Capital Improvement Plans; overseeing architect selection and predesign processes for construction projects; coordinating attendance area boundary studies; managing the use of facilities; acquiring the necessary revenues to support district facility modifications; complying with local, state, and federal facility requirements; acquiring and/or providing accurate information; ensuring proper allocation of expenditures and revenues; acquiring the necessary revenues to support district facility modifications; complying with local, state, and federal facility requirements; providing accurate information; and ensuring proper allocation of expenditures and revenues.

This job reports to Executive Director of Support Services

Essential Functions

- Analyzes data and procedures; status of scheduled work (e.g. subdivision data, enrollment projections, educational specifications, project completion plans, policies, procedures, etc.) for the purpose of providing recommendations and approval of school sites; planning and design of school facilities; documenting and completing projects in a timely fashion.
- Communicates with a variety of individuals and groups (e.g. administrators, personnel, outside organizations, etc.) for the purpose of coordinating activities, resolving issues/conflicts and exchanging information.
- Coordinates daily maintenance activities, maintenance personnel, and communication with a variety of people (e.g. systemic renovations, inspections, contractor and architect meetings, permit activities, bidding calendars, mandated reports, facilities inspections, meetings with personnel and outside organizations, requests for emergency repairs, etc.) for the purpose of ensuring that all phases of construction projects are completed within budget and specifications and with minimal interruption to site personnel and ensuring proper and efficient maintenance and repair of District buildings, facilities and grounds.
- Develops various means of collecting relevant data (e.g. educational specifications, policies and procedures, project scopes, construction specifications, etc.) for the purpose of providing data relevant to the approval, acquisition, planning and design of school facilities.
- Estimates expenses for groundskeeping, work projects (e.g. materials, equipment, staff resources, inspections, work orders, etc.) for the purpose of ensuring timely completion of projects.
- Forecasts enrollment and facility requirements (e.g. required expansion for additional students, etc.) for the purpose of providing information and budgets for the capital Improvements and related activities.
- Inspects buildings and facilities (e.g. determining maintenance and repair needs, recommending the removal of fire, safety or other health hazards, training staff in safe work practices, assessing completed work, etc.) for the purpose of ensuring students and district staff are housed in safe and functional facilities.
- Maintains manual and electronic documents, files and records (e.g. specifications, contracts, archival information, time sheets, labor and material estimates, equipment repair manuals, etc.) for the purpose of providing up-to-date reference materials and providing up to date reference and audit trail.
- Manages a wide variety of programs (e.g. redistricting, coordination with outside vendors, obtaining permits, reviewing annual goals, etc.) for the purpose of ensuring district compliance with established guidelines.

- Oversees facility maintenance operations and grounds personnel (e.g. scheduled daily work, temporary workers such as summer help, etc.) for the purpose of ensuring completion of projects and training are completed in a safe and efficient manner in compliance with regulatory requirements.
- Participates in meetings, workshops and seminars as assigned (e.g. staff, community groups, parent groups, city, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials and documentation (e.g. operational budgets, bid specifications, contracts, correspondence, memos, work orders, etc.) for the purpose of documenting activities, providing written reference and/or conveying information related to construction project/s.
- Presents to a variety of groups (e.g. Board of Education, subcommittees, funding agencies, community groups, etc.) for the purpose of providing information, making recommendations and/or ensuring compliance with established guidelines.
- Researches a variety of information (e.g. new maintenance equipment, advising on hiring of contractors, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to inquiries (e.g. administrative staff, local inspectors, contractors, architects, the public, etc.) for the purpose of providing required information and/or referring to appropriate source.
- Reviews county and municipal development plans (e.g. future schools or expansion, etc.) for the purpose of performing tests and/or identifying school sites for developers in accordance with regulatory requirements.
- Serves as a liaison between the department and architects/contractors (e.g. new school building projects; remodeling projects, etc.) for the purpose of facilitating communication.
- Trains assigned personnel (e.g. grounds, athletic field preparation, equipment maintenance, etc.) for the purpose of developing professional trade and safety performance and safety skills.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of District facilities and grounds.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with diverse groups; preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; local government administration and budgeting; Geographic Information Systems applications; and pertinent computer software applications.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; adhering to safety practices; being attentive to details; meeting deadlines and schedules; working with frequent interruptions; required to work some evenings and weekends; and working under time constraints.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Alcohol and Drug Test

Certificates and Licenses

Driver's License & Evidence of Insurability□

Continuing Educ. / Training

Required to work some evenings and weekends.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date**Salary Grade**

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