

TITLE: Facilities Director

QUALIFICATIONS: Demonstrated success in performing tasks, as listed below

REPORTS TO: Superintendent

JOB GOALS: To maintain the physical school plant in a condition of operating excellence

PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimated cost of repair projects in terms of labor, material, and overhead.
4. Works with other personnel to complete maintenance work, such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, etc. and repairing fencing, asphalt, concrete, ceilings, etc.
5. Develops a system for dealing with emergency repair problems with efficiency.
6. Orders materials, as needed, and makes recommendations of supplies and equipment for purchase.
7. Consults with building principals regarding the establishment of regular preventive maintenance programs.
8. Maintains maintenance records, as required.
9. Advises on the hiring of contractors to perform certain maintenance or repair services.
10. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Supplemented position.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of administrative personnel.