

Job Title:	DIRECTOR OF FACILITIES	Reports to:	Superintendent
FLSA status:	Exempt	Supervisor duties:	Maintenance/Grounds/Custodial Staff
Classification:	Classified	Approved on:	10/13/2020
Position Summary:	The position is responsible for all actions and activities related to maintaining all of the facilities and grounds within the school district. The position is also responsible for ensuring compliance with all Governing Board policies and regulations, local, state and federal regulations and guidelines.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Oversee the maintenance and functioning of building systems including mechanical, electrical, plumbing, fire/life safety/emergency management systems.
- Meet and collaborate on a regular basis with the administrative team to address facilities and maintenance issues and develop office policies.
- Develop long and short-range maintenance plans/programs, (e.g. emergency response plans, comprehensive energy management plan, environmental program, comprehensive preventative maintenance program, etc.) ensuring that the district's resources are effectively utilized.
- Develop the budget, approve expenditures and ensure that expenses are within budget limits as set forth by the superintendent and business manager.
- Provide direction and guidance for all maintenance activities.
- Recommend priorities for planned maintenance projects.
- Directs projects (e.g. site repairs/construction, preventive maintenance etc.) for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies (e.g. wood, nails, etc.) ensuring that jobs are completed efficiently and within local/state/federal regulations.
- Prepares various documents, (e.g. cost estimates, budgets, reports, time studies, productivity, evaluation reports, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel and/or developing construction contracts.
- Presents various programs (e.g. safety, maintenance, accident prevention, etc.) informing staff of appropriate procedures and safe practices.
- Perform personnel functions including interviewing, recommending new hires, promotions, terminations and transfers, supervising, directing action and activities and leading the organization maintaining staffing needs and an efficient, productive work force.
- Ensures that appropriate professional development activities are provided for personnel.
- Evaluates personnel, ensuring that standards are achieved and performance is maximized.
- Solicits quotations for the purpose of providing cost information, making purchases, and securing items.
- Supervises maintenance, custodial, grounds, and other assigned personnel, ensuring that departmental work goals are achieved.
- Assists other personnel as may be required supporting them in the completion of their work activities.
- Attends various meetings (e.g. trainings, hearings, risk management and safety) for the purpose of addressing liability concerns, providing and receiving information.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Thorough knowledge of basic principles and methods of mechanical and maintenance trades as applied to the repair of school facilities.
- General knowledge of basic architectural and engineering principles and concepts.
- Thorough knowledge of the principles, practices, equipment, tools and materials used in maintenance work.
- Thorough knowledge of the hazard and safety precautions involved in maintenance work.
- Ability to respond to emergency situations at any time and to work unusual hours as required.

- Skills to use the methods, materials, tools and equipment required in facility operations, communicate effectively, problem solve, price and estimate project costs, supervise personnel and projects.
- Knowledge of laws and regulations pertaining to building trades, custodial and grounds maintenance within educational settings.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School degree required or equivalent; Bachelor's degree preferred
- Must possess a valid and current Arizona's Driver License
- Extensive experience in building maintenance including considerable supervisory experience in plant operation functions.

Computer Proficiency: MS Office Suite, Google Suite

PHYSICAL DEMANDS

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

Abilities to sit for prolonged periods of time, plan and manage projects. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and visual acuity.

WORK ENVIRONMENT:

Indoors and outdoors, with exposure to all weather conditions and temperatures. Exposure to all types of traffic conditions. Exposure to noise, dust, gas and fumes. The noise level in the work environment is generally moderate and may become excessively noisy at times. Contact with employees, students and public.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.