

Facilities Director

Non Union Manager

The Facilities Director is critical to the successful management and maintenance of the Rainier School District. He/she is responsible for managing the maintenance of all buildings and sports complexes. This also includes custodial services, Briarcliff Pool, preventative maintenance, and landscaping for campus. This position is responsible for managing and training the custodial and maintenance teams as well as the Lead Pool Facilitator. The Facilities Director works closely with the Superintendent, Business Manager and the Director of Technology in all areas of plant operations.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Oversee the physical properties
- Maintain facilities and custodial services
- Ensure campus safety
- Comply with all Rainier School District policies, procedures and quality standards as well as safety and environmental regulations
- Ensure facilities are in good repair and provide a safe environment
- Maintain effective safety program for all members of facilities; complete all safety checks on equipment systems
- Coordinate and schedule all maintenance, cleaning requests, and work orders
- Supervise and train Lead Pool Facilitator, custodial and maintenance teams; evaluate workloads and reassign job functions for more efficient operation
- Ensure compliance with government health and safety standards; keep records of all permits, licenses, and citations
- Oversee all third-party vendors, i.e. landscaping, pest control, and alarm system
- Manage the fire, safety, and security systems
- Respond quickly to emergency problems and be on-call 24/7 to meet with vendors, repairmen or suppliers, when necessary
- Maintain the pool and irrigation system, including testing chemicals, etc.
- Purchase all facilities cleaning and operation supplies and materials; research prices and buy items based on best prices with quality and volume in mind
- Solicit, review, and negotiate bids for repairs and projects
- Maintain inventory of tools and supplies for custodial, maintenance, and emergency preparedness
- Work with the Business Manager in the management of construction, renovation, and maintenance operations and projects
- Perform a wide variety of skilled maintenance duties related to the school
- Clean, service, and maintain school vehicles and ensure they are in safe operating condition for the transportation of students, materials, merchandise and equipment
- Evaluate facilities staff performance

- Maintain owner manuals/information, asset lists, schedules and maintenance records
- Coordinate move/relocation with IT and other related parties, as required
- Perform other duties as requested by the Superintendent

MINIMUM QUALIFICATIONS:

- Minimum of 5 years experience of successful facilities experience
- Strong organizational skills, attention to detail, and ability to prioritize multiple projects
- Ability to communicate effectively with all levels of the school
- Working knowledge of the Rainier School District campus and facilities