

MANCHESTER PUBLIC SCHOOLS JOB DESCRIPTION

Title: Facilities Director

Reports to: Assistant to the Superintendent for
Finance and Management

Summary:

The Facilities Director is responsible for the operation, maintenance, improvement, renovation projects, safety and security of school buildings and related equipment in all district facilities. The Facilities Director organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Responsibilities:

In cooperation with Principals and District Administration, the Facilities Director develops and maintains comprehensive preventative maintenance, energy management, facilities improvement, life safety and other related programs.

Ability to apply principles of building management to solve practical problems, read and interpret building plans and specifications. Must possess a high degree of integrity and good judgment.

Supervises and evaluates buildings and grounds supervisors, including scheduling, assigning, overseeing and reviewing their work. Oversees the planning, development and implementation of all custodial and maintenance systems, procedures, standards, forms and controls to achieve an effective work flow and utilization of equipment in coordination with the buildings and grounds supervisors.

Supervision of capital improvement projects from start to finish.

Represents Manchester Public Schools and the Board of Education and works cooperatively with inspectors, contractors, architects and others as needed to facilitate expected results of construction, repair and improvement projects.

Coordinates and attends Building and Sites Committee meetings. Produces reports as needed.

Develops training programs for buildings and grounds supervisors, custodians and maintenance personnel, as needed, to comply with local, state, and federal laws and regulations.

Works collaboratively with central office and building administrators to maintain and facilitate school building usage.

Ensures that operations are in compliance with OSHA, Green Cleaning Legislation and all Federal and State legislative requirements. Oversees the “Tools for Schools” program and participates in safety committee meetings.

Project management from writing and developing the bid process to completion of Board defined projects. Recommends the granting of contracts, monitors and inspects contractors work and approves payment for completed and approved work.

Is responsible for all Building and Grounds contracts with outside vendors.

Plans, organizes and develops custodial and maintenance budgets, in addition to capital improvement planning, and is responsible for all approved expenditures.

Other duties as assigned.

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Requirements/Qualifications:

A Degree in Mechanical Engineering, Industrial Management or a closely related field or 7-10 years' experience as a Certified Facilities Manager preferred.

Familiarity with building trades and construction practices.

Excellent written and verbal communication skills and demonstrated ability to supervise employees, deal effectively with constituents and the public.

Must be willing to work flexible hours.

11/2014 tms