



Position Description

Assistant Director of Facilities Services/Energy Management

*Salary Level: **Based on Act 93 Agreement***

*Contract/Benefits: **Based on Act 93 Agreement***

*Department or Area: **Facilities Services***

*Reports To: **Director of Facilities Services***

*Prepared Date: **November 16, 2023***

*Prepared by: **Thomas Smith, Executive Director of Facilities***

*Approved By: **Will Seng, Acting Executive Director of HR***

Qualifications:

1. Bachelor's degree in engineering or related field preferred. High school diploma required. Additional specialized training desirable (i.e., operations, maintenance, facilities management, architectural, engineering, technical school, trade school, apprenticeship programs, certification area). Experience in public education desired.
2. Five or more years recent experience in operations and facilities/energy management. Familiar with local, State, and federal codes/ordinances as they apply to operation of school facilities.
3. Requires computer literacy to manage functions and systems such as building automated systems, work orders.
4. Possess a comprehensive knowledge of building automated systems, facilities maintenance, and essential knowledge of plumbing, heating, electric, carpentry, and masonry.
5. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151)
6. Must have and maintain a valid Pennsylvania driver license.
7. Ability to communicate effectively, both orally and in writing, with employees, contractors, subcontractors, suppliers, school district staff and Board of Education.
8. Be knowledgeable of and comply strictly with all laws and legal requirements regarding confidentiality of student and personnel records.
9. Ability to establish and maintain effective working relationships with staff, community, architects, contractors, and suppliers.
10. Ability to perform duties with awareness of all district requirements and Board of Education policies.
11. Ability to use Google (Sheets/Docs/Drive/Meet) and Microsoft (Word/Excel) programs required.
12. Willingness to learn and use new technology/programs required.
13. Ideal candidate would be a lifelong learner that reads professional journals and keeps current with industry trends, equipment, and supplies.
14. Ability to respond to communications after scheduled work hours, weekends and holidays

15. Such additional or alternatives to the above qualifications as the board or superintendents may determine appropriate and acceptable

Note: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Summary

Assists the Executive Director and Director of Facilities Services in managing all aspects of facilities services for the district. Provides all students, faculty, and public with a physical learning environment that is safe, clean, healthy, and mechanically sound. Supervises and trains custodial, maintenance, and department personnel in modern techniques and skills.

Essential Duties and Responsibilities

1. Under the direction of the assigned supervisor, plan, organize and direct maintenance and operations activities of the District; supervise and evaluate the performance of assigned staff
2. Ensures high standards of workmanship, safety, cleanliness, and security are maintained by the school district custodial/maintenance staff
3. Administers, monitors, and certifies time records, vacation requests, and sick leave for custodial/maintenance personnel to ensure accurate records and payroll processing
4. Works to administer and implement the custodial/maintenance collective bargaining agreement
5. Collaborates with building principals to ensure that individual building needs are met
6. Assists the Executive Director and Director with responsibilities related to construction projects, to include bidding and planning details.
7. Plan and implement a systematic program of preventive maintenance establish priorities of maintenance and special projects; develop procedures to assure that routine and emergency maintenance needs are resolved.
8. Consult with engineers covering heating, mechanical and electrical requirements of new and renovated buildings maintain utility and energy management records
9. Administer building automation systems, FMX workorder and facilities usage management systems.
10. Administer building security systems and door access card systems.
11. Oversees the specification and administration of ongoing school district service contracts in the Facilities Department which include, but not limited to, building automation systems, mechanical, construction, fire equipment service, fuel usage, pest control, equipment, vehicle maintenance, pool services.
12. Oversees the specification, testing, purchasing, efficiency and inventory of custodial/maintenance supplies and equipment.

13. Plans and administers all school district environmental and safety programs to include annual and bi-annual reviews and reports (i.e., Integrated Pest Management, Right to Know, Professional Development, indoor air quality, pathogen assessment, drills)
14. Provides central administration with safety information, data, and reporting as needed and assists the District Safety Committee when needed.
15. Develops specifications, tests, bids, and purchases ongoing school district building needs including BMS equipment, HVAC equipment, carpeting, stage curtains, drapes, window shades, auditorium seating, student lockers, etc., and monitors and approves the work of contractors hired to install or implement.
16. Assists in the preparation of the custodial/maintenance department budget, and prepare and administer the utility budget as related to electricity, natural gas, diesel fuel, gasoline and water & sewer.
17. Plans and administers department hiring of regular, substitute and summer youth employment program to include recruitment, screenings, and recommendations for hire.
18. Assess department staffing needs are met at building locations and for after school hours, to include the daily reassignment of staff as needed.
19. Collaborates with the District Food Service and Transportation Departments, and local municipalities to prepare budget and reimbursement efforts and ensure the accuracy of reports.
20. Assumes the duties of the Director of Facilities Services in her/his absence and collaborates with other Assistant Director of Facilities Services to ensure department needs are met.
21. Performs such other tasks and assumes such other responsibilities as may be assigned or delegated by the Executive Director and Director of Facilities Services and/or the Superintendent of Schools.

Supervisory Responsibilities

Supervises head custodians, custodial staff, mechanics, electricians, truck drivers, grounds, and clerical employees. Responsibilities include interviewing, recommending for hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints, and resolving problems. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Parent and Community Relations

Manages difficult or emotional parent/community situations judiciously; Responds to parent/community requests for service and assistance; Solicits parent feedback to improve the effectiveness of facilities; Meets commitments made to parents and the community.

Interpersonal Relations

Focuses on resolving conflict; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; listens and solicits clarification; Responds appropriately to questions; Demonstrates positive group presentation skills.

Written Communication

Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Presents numerical data effectively.

Teamwork

Balances team and individual responsibilities; Provides and accepts feedback; Contributes to building positive morale; Puts success of faculty, staff, and/or team above own interests and recognition; Able to build group commitment to goals and objectives.

Leadership Skills

Visionary Leadership

Provides vision and inspiration to peers and subordinates; mobilizes others to fulfill the vision; Displays passion and optimism.

Change Management

Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation

Delegates work assignments; Matches the responsibility to the individual; Gives authority to work independently when appropriate; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Provides appropriate recognition to others

Managing People

Includes faculty, staff, and/or team in planning and decision-making; Takes responsibility for the performance of faculty, staff, and/or team; Makes self accessible to faculty, staff, students, and/or team; Provides regular performance feedback to faculty, staff, and/or team; Develops the skills of faculty, staff, and/or team and encourages growth; Continually works to improve supervisory skills.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Fosters a focus on quality in others; Strives to ensure quality production in the department.

Analytical

Synthesizes complex or diverse information; Collects and analyzes data; Uses research, experience and intuition to complement data.

Safety and Security

Observes safety and security procedures when appropriate; Determines appropriate action beyond safety and security guidelines; Ensures department employees are adhering to safety practices.

Problem Solving

Identifies and resolves problems in a timely manner; Gathers and analyzes facts relating to the problem skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics.

Organizational Skills

Cost Management

Works within approved budget; Conserves district/school resources.

Diversity

Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; assembles a diverse staff/team.

Organizational Support

Follows policies and procedures; Completes administrative tasks and reports correctly and on time; supports district's goals and values.

Strategic Thinking

Develops strategies to achieve district's goals; Understands district's strengths & weaknesses; Aligns work with strategic goals; Adapts strategy to changing conditions.

Personal Competencies

Judgment

Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Ethics

Treats people with respect; Keeps commitments; inspires the trust of others; Works ethically and with integrity.

Motivation

Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals

Planning/Organizing

Prioritizes and plans work activities; Uses time efficiently; Sets daily/weekly goals and objectives.

Professionalism

Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect regardless of their status or position; Accepts responsibility for own actions.

Personal Quality

Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality.

Dependability

Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time; Ability to be reached during department and district emergencies.

Innovation

Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving instruction and related activities; Develops innovative approaches and ideas.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this position.

While performing the duties of this job, the employee is regularly required to talk or hear. Specifically, the employee must be capable of hearing forty (40) decibel loss maximum. Specific vision requirements include seeing with acuity of twenty (20) inches or less and far acuity of at least twenty (20) feet with normal depth perception, field of vision and accommodation. The employee is frequently required to use hands to finger, handle, or feel. The employee is required to stand and walk for sustained periods of time, climb stairs, stoop, kneel, crawl, and lift at least 50 pounds, and to tolerate temperatures below 32 degrees and above 90 degrees Fahrenheit. The employee must sit and reach with hands and arms and must be able to reach above and below the waist. The employee must be capable of receiving oral communication and conveying details and/or important instructions to employees accurately and quickly, and must have reasonable acceptance to exposure to physical hazards, including conditions which may affect the respiratory system and/or skin.

Evaluation

The person filling this position will be evaluated according to the administrative evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____

Individual serving in this position

Date: _____