



Position Description

Executive Director of Facilities Services

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

*Prepared Date: **November 2, 2022***

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

Prepared by: Thomas Smith, Executive Director of Facilities

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

Approved by: Dr. Michael Henry, Executive Director of HR

*Reports to: **Deputy Superintendent***

Qualifications:

1. Bachelor's degree in engineering or related field preferred. High school diploma required. Additional specialized training desirable (i.e., architectural, engineering, technical school, trade school, apprenticeship programs, certification area). Experience in public education desired.
2. Five or more years recent experience in maintenance and facilities management, all trades and familiarity with building control systems are desired. Able to understand and interpret architectural drawings and construction drawings; familiar with local, State, and federal codes/ordinances as they apply to operation of school facilities.
3. Comprehensive knowledge of building trades, mechanical trades, and construction; Must be willing to complete training programs as required from time to time by district policy and/or federal, state, or local law.
4. Must have experience analyzing problems and developing action plans.
5. Asbestos Management Planning/Building Inspection Certification preferred.
6. Project Management experience and/or certification (PMP) preferred
7. Must have and maintain a valid Pennsylvania driver license.
8. Satisfactory work record & criminal/child abuse clearances (Acts 34, 114, and 151)
9. Ability to communicate effectively, both orally and in writing, with employees, contractors, subcontractors, suppliers, school district staff and Board of Education.
10. Must have excellent technical competencies in a variety of areas including use of technology, mathematics skills, writing and editing, organization, problem-solving, multitasking, and statistical record keeping.
11. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
12. Be knowledgeable of and comply strictly with all laws and legal requirements regarding confidentiality of student and personnel records.
13. Ability to establish and maintain effective working relationships with staff, community, architects, engineers, attorneys, contractors, and suppliers.
14. Ability to perform duties with awareness of all district requirements and Board of Education policies.
15. Ability to use Google (Sheets/Docs/Drive/Meet) and Microsoft (Word/Excel) programs required.

-
16. Willingness to learn and use new technology/programs required.
 17. Ideal candidate would be a lifelong learner that reads professional journals and keeps current with industry trends, equipment, and supplies.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Summary

This position is responsible for the overall management of operations and maintenance of all district buildings, facilities, and grounds including the direction and supervision of the Director and Assistant Directors, custodial, maintenance, and grounds personnel.

The Executive Director of Facilities Services ensures that all district facilities are in optimal condition to support the educational program and school/community activities in a clean, well-maintained, and safe environment.

Essential Duties and Responsibilities

1. Responsibilities include, but are not limited to, the following: Oversee and protect District assets, Develop, implement, and manage the Districts Capital projects.
2. Represent the District in day-to-day contacts with contractors, architects, attorneys and engineers in connection with facility renovations.
3. Interface and coordinate activities with local government agencies as pertaining to District facilities and properties.
4. Develop and/or coordinate bids, RFP's, RFQ's and other purchasing projects or initiatives specific to the department.
5. Assist in the negotiation of purchase/sale of district property.
6. Assist in the negotiation and administration of leases of district property, facilities and facilities used by the school district.
7. Actively participate in department continuous improvement initiatives to evaluate and refine current processes.
8. Uses independent judgment in significant matters when coordinating emergency procedures affecting building and grounds including cold weather temperature control and snow removal and serves and advises the Superintendent regarding school closure.
9. Uses independent judgment in significant matters when working with principals to coordinate the short-term and long-range facility improvement plans.
10. Establish professional relationships with building administrators and conduct meetings as necessary.
11. Oversee contractors and vendors to ensure compliance with work orders, contracts, and specifications.
12. Supervises and recommends approval of payment of all outside contractors performing work in the District.
13. The Scheduling of all preventive maintenance and required inspections while also ensuring documentation of related work performed by department personnel and contractors.

-
14. The evaluation and life-cycle planning for District capital assets. This process includes documenting assets, performing condition assessments, determining useful life, and budgeting for future maintenance and repairs. Lead the Capital Funding Plan budgeting process.
 15. Development of departmental budgets.
 16. Responsible for maintaining compliance with all federal, state, and local regulations, AHERA, Right to Know, Radon, lead paint, lead in drinking water, asbestos correction, and underground storage tanks.
 17. Understand indoor air quality procedures and EPA guidelines.
 18. Assist with required testing for mold, allergens, radon, asbestos, lead in water, and legionnaire bacteria.
 19. Requires a working knowledge of building automated control systems and critical building electrical, HVAC, and life safety systems.
 20. Collaborates with Director of Operations and Director of Information Technology to review and maintain on a regular basis, all security precautions, security systems, fire alarms, and phone systems to make sure they are fully operational.
 21. Perform regular building checks to monitor work schedule and trouble-shoot problems.
 22. Support and/or serve as a member of district emergency/crisis response and safety teams.
 23. Monitor and supervise evening/weekend facilities use by school, community, and other outside groups.
 24. Perform weekly checklist audits.
 25. Assist maintenance and custodial staff with building maintenance, as needed.
 26. Assist custodial staff with the upkeep and cleaning of district facilities, as needed.
 27. Regular and timely attendance.
 28. Be on-call 24 hours/day, 7 days/week, to respond to emergencies as needed.
 29. Participate in the negotiation and administration of labor contracts involving the Facilities Department staff.
 30. Provide effective leadership in a union environment.
 31. Receive and address employee concerns and participate in the resolution of grievances filed under applicable collective bargaining agreements, as necessary.
 32. Conduct performance evaluations of all maintenance and custodial staff and provide regular feedback to team members.
 33. Participate in and make recommendations regarding staffing decisions and the hiring process.
 34. Provide information and recommendations to administration concerning policies, practices, and contractual issues relating to the department.
 35. Perform all duties in accordance with applicable local, state, federal laws, and School Board Policies.
 36. Maintain knowledge of applicable laws, rules, practices, and policies.
 37. Respectful and professional interactions with community, colleagues, co-workers, students, and district staff.
 38. Attend Board of Education Meetings as required.
 39. Performs other duties as assigned by the Superintendent or his/her designee. This job description does not constitute an exhaustive list of responsibilities and that management may revise it at any time.

Supervisory Responsibilities

Manages office staff, the Directors and Assistant Directors of Facilities, mechanics, custodians, truck drivers, groundskeepers, and warehouse personnel. Is responsible for the coordination and evaluation of these individuals. 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 the department; Meets commitments made to parents and the community.

Interpersonal Relations

Focuses on solving conflict, not blaming; 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 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; Gives and welcomes 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 person; 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; Gives 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.

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.

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.

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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the

employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment may vary greatly due to equipment noise. Work is performed indoors and outdoors and sometimes under adverse weather/building conditions. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.

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: _____ Date: _____
Individual serving in this position