

## Blount County Schools Job Description (2021)

### Title: Facilities, Maintenance & Capital Projects Supervisor

#### QUALIFICATIONS:

Minimum of a Bachelor's Degree in Engineering, Architecture, Business Management or related field; five years of successful experience in a senior management position with responsibility for operations and facilities management; preference given to applicants with knowledge of and experience in working with shared leadership and cross-functional teams, managing budgets, capital improvement planning, project management, and implementing professional development programs; valid driver's license

#### REPORTS TO:

Director of Schools or Designee Chief Financial Officer

#### PRIMARY JOB GOAL:

Responsible for the management, administration, strategic planning and directing facility maintenance activities, capital improvement projects, and monitoring and reporting results; responsible for supervision of all School maintenance and facilities.

#### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of principles, techniques, and methods to lead in the management of a large, complex organization, particularly in the areas of operations and facilities management; ability to manage organizational change and collaborate with other administrators and agencies to deliver efficient, effective operational support; ability to communicate effectively in a written and oral manner; ability to solve problems in a strategic and tactical manner and use good judgment in making decisions; knowledge of various project management methodologies; ability to use computer applications such as spreadsheets, word processing, email, calendar, and database software in the performance of the job; knowledge of public school buildings and ability to apply this knowledge to the needs of the district; ability to work a flexible schedule to meet the demands of the job

#### PHYSICAL DEMANDS:

Requires lifting, carrying, hearing, mental acuity, repetitive motion, speaking, talking, visual acuity, and walking

**COMPENSATION:** This is a senior administrative position and the pay and benefits will be commensurate with the individuals credentials, experience and skill set.

#### WORK ENVIRONMENT:

Regular attendance at meetings outside normal working hours including Board of Education, County Budget Committee, County Commission, worksessions, and related committees

#### PERFORMANCE RESPONSIBILITIES:

- Ensures the facilities of the Blount County Board of Education are safe and in good working order
- Develops and implements all school facility goals and policies including short and long-term strategic plans
- Collaborates with stakeholders to promote comprehensive planning and policy implementation for the safe and efficient operation of school facilities
- Directs the development and monitoring of the operations and capital program budgets
- Directs projects for the purpose of ensuring completion within established time frames, project design, and budget
- Provides consultation and advice to the Board of Education
- Collaborates with purchasing/procurement to select and manage outside vendors that provide facilities related services
- Performs personnel functions for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget
- Attends all Board of Education meetings and applicable committees
- Attends County Commission meetings and applicable committees when school facilities are to be discussed on the agenda
- Monitors compliance with all applicable laws, ordinances, and regulations
- Interacts thoughtfully and courteously with students, staff and parents and resolves conflict in a professional manner
- Designs and oversees the general facilities/maintenance and capital outlay budgets to ensure that maintenance and operation funds are used effectively
- Updates school capacity reports on an annual basis
- Supervises and evaluates custodial and central maintenance personnel to ensure maximum efficiency
- Hires and evaluates all custodial and central maintenance personnel in consultation with department heads and principals
- Oversees the coordination of energy management across all utilities
- Assists with the good order and safety of school campuses especially related to inclement weather
- Provides appropriate support to head custodians to ensure buildings are clean and well-maintained
- Develops, implements and oversees the purchasing, bidding and contracting of maintenance and custodial services
- Provides an effective and systematic preventative maintenance plan
- Develops a systematic plan for the replacement of equipment
- Oversees the inventory, distribution, and procurement of maintenance/custodial equipment and supplies
- Oversees and makes recommendations for special projects
- Oversees new construction
- Coordinates major work orders with building level administration
- Develops short and long-range capital outlay plans for all facility operations and maintenance
- Works with the Board Facilities Committee and all outside agencies as they relate to plant operations
- Serves as District Coordinator for Asbestos, Indoor Air Quality and Integrated Pest Management

- Works with engineers, architects, contractors and subcontractors on school projects
- Works with the State Fire Marshall on district safety concerns and ensure compliance at all facilities
- Coordinates facility usage by external groups
- Updates the Director of Schools and Chief Financial Officer on a weekly basis regarding the status of capital projects
- Updates the Board of Education on a monthly basis regarding the status of capital projects
- Performs all other duties as assigned by the Director of Schools designee.

**TERMS OF EMPLOYMENT:**

Full-time, 260 days per year with holiday, vacation, personal and sick leave provisions; salary determined by Board of Education

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluations of classified staff.

I have read and understand the terms set forth in this job description.

Signature of Employee \_\_\_\_\_

Date \_\_\_\_\_