



Community Unit School District 300 Job Description

Position Title: Executive Director of Facilities and Operations	
Work Days: 261/260	Employee Group: Administration
Reports To: Chief Financial Officer	Date of Preparation: February 2026

Position definition: The Executive Director of Facility Operations is responsible for developing, planning, and implementing the District's facilities and operations goals and objectives. This position oversees the administration of policies and procedures that ensure the safe, efficient, and cost-effective operation and maintenance of all District buildings and grounds. The Executive Director supervises facilities, custodial, and grounds staff, ensuring that all operations are conducted in compliance with applicable laws, Board policies, and administrative regulations. Additionally, the Executive Director is responsible for maintaining accurate, transparent, and auditable records related to facilities operations, maintenance activities, and regulatory compliance for the District.

Key Duties, Responsibilities, and Knowledge

Facilities & Operations Management

- Oversee daily operations of all schools and district offices throughout 118 square miles, consisting of 562 acres and 3.2 million square feet.
- Oversee daily operations of all District facilities, including custodial services, grounds maintenance, and building systems.
- Ensure school buildings and campuses are safe, clean, functional, and conducive to learning.
- Develop and implement operational procedures for facilities, custodial, and grounds services.
- Oversee facility rentals across all school buildings.

Maintenance, Safety & Compliance

- Direct and Supervise preventive maintenance programs for HVAC, electrical, plumbing, roofing, and life-safety systems.
- Ensure compliance with all applicable federal, state, and local regulations, including safety, environmental, and accessibility standards.
- Direct and Supervise inspections, audits, and corrective actions related to building safety and code compliance.
- Direct and Supervise emergency response related to facilities issues, including weather events, power outages, and building closures.

Staff Supervision & Workforce Development

- Direct and Supervise the recruitment and training of custodial staff.
- Direct, supervise and evaluate facilities, custodians and grounds managers.
- Establish performance standards and provide professional development opportunities.
- Promote a culture of accountability, customer service, safety, and continuous improvement.
- Coordinate staffing assignments and schedules.

Financial & Resource Management

- Prepare, manage, and monitor the operations and maintenance budget.
- Direct and Supervise procurement of supplies, materials, equipment, and contracted services in collaboration with Purchasing.
- Monitor operational costs, identify efficiencies, and recommend budgetary improvements.

Contract & Vendor Management

- Manage service contracts related to facilities operations, maintenance, custodial services, and grounds.
- Monitor vendor performance, ensure compliance with contract terms, and address service issues.
- Coordinate with architects, engineers, contractors, and consultants on facility projects.

Communication & Stakeholder Support

- Serve as a primary point of contact for principals and administrators regarding facilities and operational needs.
- Communicate building conditions, project timelines, and service updates to stakeholders.
- Collaborate with District leadership to support instructional and operational priorities.

Strategic Planning & Continuous Improvement

- Develop long-range facilities plans, including capital improvement, modernization, and sustainability initiatives.
- Implement best practices and emerging technologies in facilities management.
- Monitor and manage energy usage to promote efficiency, cost savings, and sustainable operations across District facilities.

Key Skills, Talent, and Abilities

Facilities & Operational Expertise

- Strong knowledge of facilities management, building systems, preventive maintenance, and custodial operations.
- Understanding of safety, environmental, and regulatory requirements related to school facilities.
- Ability to manage complex operational systems across multiple sites.

Leadership & Collaboration

- Demonstrated leadership skills to supervise and develop facilities and custodial teams.
- Ability to collaborate effectively with administrators, staff, contractors, and community partners.
- Strong problem-solving and decision-making skills in high-pressure situations.

Communication & Interpersonal

- Effective verbal and written communication skills, including the ability to present information and recommendations to the Board of Education at monthly meetings.
- Ability to communicate technical information clearly to non-technical audiences.
- Strong customer service orientation and relationship-building skills.

Analytical, Organizational & Technical

- Strong organizational skills to manage budgets, schedules, work orders, and compliance documentation.
- Proficiency with facilities management systems and reporting tools.
- Ability to analyze data and develop operational improvements.

Strategic Alignment & Results

- Ability to align operations with the District's Strategic Plan and service expectations.
- Demonstrates initiative, accountability, sound judgment, and attention to detail.
- Commitment to safe, efficient, and high-quality facilities operations.

Education, Certifications, and Qualifications

- Bachelor's degree in Business Administration, Facilities Management, or a related field preferred, or a minimum of five years of experience managing large-scale facilities and operations organizations.
- Certified Professional Maintenance Manager (CPMM) and/or Project Management Professional (PMP) certification preferred.
- Minimum of five years of progressively responsible experience in operations and facilities required.

Knowledge and Experience

- Strong understanding of continuous improvement processes and operational best practices related to facilities and maintenance.
- Comprehensive knowledge of applicable federal, state, and local regulations governing school facilities, safety, and building operations.
- Familiarity with Illinois School Code requirements related to school facilities, health and safety, and operational compliance.
- Experience with data collection, analysis, and reporting to support facilities planning, budgeting, and performance management.
- Strong knowledge of Google Workspace applications and related office productivity tools.
- Experience with facilities management systems, work order platforms, and asset tracking software preferred.

Performance Evaluation/Accountability

- Performance evaluated annually in accordance with Illinois School Code and D300 Administrative Procedures

Disclaimer: The duties listed are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.