

GURNEE SCHOOL

District 56

3706 FLORIDA AVE. GURNEE IL 60031
847-336-0800 | D56.ORG



Position Title: Director of Maintenance & Facilities

Reports To: Superintendent or Designee

Position Definition:

The Director of Maintenance & Facilities is responsible for the strategic leadership, planning, and management of all district facilities, grounds, and operational services. This position ensures that all school buildings and properties are safe, clean, compliant, and conducive to teaching and learning while operating in a cost-effective and efficient manner.

The Director oversees custodial, maintenance, and grounds operations; leads long-range facility planning; ensures regulatory compliance; manages budgets and resources; and collaborates with district leadership to align facility operations with the District's educational mission and strategic priorities.

Key Duties and Responsibilities

Facilities & Operations Management

- Direct and oversee the daily operations of all district buildings, grounds, and support facilities
- Ensure all facilities are clean, safe, functional, and well-maintained
- Develop and implement operational procedures for custodial, maintenance, and grounds services
- Coordinate facility usage, including internal scheduling and community rentals
- Establish and maintain high standards of cleanliness and operational excellence

Maintenance, Safety & Compliance

- Implement and supervise preventive maintenance programs for all building systems
- Ensure compliance with health, safety, environmental, and accessibility regulations
- Oversee inspections, audits, and corrective actions related to facilities
- Serve as district lead for safety programs (e.g., fire/life safety, asbestos, emergency preparedness)
- Respond to emergencies (e.g., weather events, system failures, safety hazards)

Staff Supervision & Leadership

- Supervise and evaluate custodial, maintenance, and grounds personnel
- Lead hiring, training, scheduling, and performance management processes
- Develop professional development and in-service training programs
- Establish performance expectations and promote accountability and continuous improvement
- Foster a culture of safety, teamwork, and customer service

Financial & Resource Management

- Develop, manage, and monitor the operations and maintenance budget
- Oversee procurement of supplies, equipment, and contracted services
- Maintain inventory systems and ensure efficient use of district resources
- Identify cost-saving opportunities and operational efficiencies
- Assist in capital planning and long-term financial forecasting

Capital Projects & Strategic Planning

- Lead long-range facilities planning, including capital improvements and modernization efforts
- Collaborate with architects, engineers, and contractors on construction and renovation projects
- Review plans and specifications to ensure alignment with district standards
- Oversee project implementation, timelines, and quality assurance
- Support sustainability and energy management initiatives

Contract & Vendor Management

- Manage contracts for maintenance, custodial services, and facility operations
- Monitor vendor performance and ensure compliance with contractual expectations
- Coordinate external service providers and consultants for district projects

Communication & Stakeholder Engagement

- Serve as the primary liaison between facilities operations and school administrators
- Maintain regular communication with principals regarding building conditions and needs
- Provide updates to district leadership and the Board of Education
- Collaborate with internal and external stakeholders to support district initiatives

Operational Systems & Security

- Oversee building security systems, including alarms, access control, and key management
- Ensure proper procedures for securing facilities and minimizing risk/liability
- Maintain accurate records, work orders, and compliance documentation
- Implement systems for tracking maintenance, assets, and operational performance

Emergency Management & Risk Mitigation

- Coordinate emergency response protocols and drills
- Collaborate with local emergency services (fire, police, health departments)
- Assess and mitigate risks related to facilities operations
- Ensure readiness for crisis situations impacting facilities

Continuous Improvement & Innovation

- Analyze operational data to improve efficiency and service delivery
- Implement best practices and emerging technologies in facilities management
- Align facilities operations with district strategic goals
- Promote sustainable and energy-efficient practices

Additional Responsibilities

- Perform other duties as assigned to support the efficient operation of the district

Qualifications

Education & Experience

- Bachelor's degree in Facilities Management, Business Administration, or a minimum of 5 years of progressively responsible experience in facilities and operations management
- Experience supervising personnel and managing large-scale operations required
- Experience in school district operations preferred

Knowledge & Skills

- Strong knowledge of building systems (HVAC, electrical, plumbing, life-safety systems)
- Knowledge of construction, maintenance practices, and custodial operations
- Understanding of federal, state, and local safety and regulatory requirements
- Demonstrated leadership, communication, and organizational skills
- Ability to analyze data, manage budgets, and implement operational improvements
- Proficiency with facilities management systems and standard office technology

Certifications (Preferred)

- Certified Professional Maintenance Manager (CPMM) preferred or obtained within the first year of employment.
- Certified Professional Services (CPS) preferred or obtained within first year of employment.
- Facilities Operations Program (FOP) preferred or obtained within first year of employment.

Terms of Employment

- 12-month position (260 days)
- Salary and benefits established by the Board of Education
- Performance evaluated annually in accordance with Board policy and Illinois School Code