



Manager I, Facilities & Maintenance

Reports to:	Director	FLSA Status:	Exempt
Department:	Facilities Management	Structure/Grade:	Unified 128
Division:	Operations	Workdays:	246
Retirement:	Teachers Retirement System		

Position Summary

Maintains accountability for actions that impact multiple departments. Oversees the maintenance and operations of multiple facilities, ensuring they remain safe, clean, and well-maintained while managing budgets and ensuring compliance with health and safety regulations. Provides administrative supervision and support to team members, participates in the development of policies and procedures, and oversees the department's budget management.

Essential Job Duties

- Provides technical expertise to the department, working on issues that require an in-depth knowledge of the functional area.
- Oversees daily maintenance operations and manages the work of custodial, maintenance, or skilled trade supervisors to ensure efficient facility management.
- Conducts facility evaluations to assess conditions, ensures environmental compliance, and implements strategic plans for ongoing improvement.
- Participates in budgeting and financial management processes, focusing on funding allocation and cost control measures.
- Manages work order systems effectively, guaranteeing timely completion of tasks with a strong emphasis on quality control.
- Establishes and maintains safety standards as well as operational policies and procedures to safeguard all stakeholders.
- Prepares detailed reports on operations, progress made, and strategic planning initiatives for presentation to stakeholders.
- Coordinates with other departments, personnel, and external entities to facilitate seamless operation and maintenance of facilities.
- Assists in developing new programs or projects related to facility maintenance that enhance operational efficiency or address emerging needs.
- Performs additional duties as assigned.

Qualifications

- A Bachelor's degree from an approved accredited college or university is preferred.



- Minimum three (3) years of experience in a custodial services environment required. Supervisory level work experience in facilities management or custodial services environment preferred.
- Minimum ten (10) years of extensive work experience in technical/professional level industrial hygiene or closely related fields may be substituted for educational degree requirements.
- Valid driver's license required.

Knowledge, Skills, and Abilities

- Knowledge of training and development methods, public relations strategies, and vendor analysis techniques
- Knowledge of leadership principles and change management strategies
- Knowledge of budget management and fiscal management practices
- Ability to provide technical expertise to the department
- Ability to resolve problems that are not clearly defined
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to interact with senior management in matters that affect the department
- Ability to plan, coordinate, and manage the work of others
- Ability to organize programs and processes
- Ability to manage projects
- Effective oral, written, and interpersonal communication skills

Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Constantly observes details at close range.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: _____ Date: _____

Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification and the current documents obtained in the Division of Human Resources, the latter will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.

Reviewed/Revised: 5/18/2026