

POSITION DESCRIPTION

Position:	Director of Facilities, Safety and Grounds
Purpose:	To plan, manage and coordinate the school district's facilities and grounds functions, safety programs, and environmental management. To educate and maintain safety awareness for all employees and students within the established policies, goals and philosophies of the Eden Prairie School District.
Primary Customers:	Internal: Teachers, principals, staff External: Students, parents, community users, and government regulatory agencies.
Position Qualifications:	Education/Certification: Bachelor's degree in business administration, mechanical engineering, facilities plant management or related field. Experience: Minimum of five years job related experience, including experience in supervision training and evaluation of personnel. Experience working with boilers, construction, government compliance programs, facilities and grounds maintenance and air quality issues experience desired. Qualifications: Knowledge of OSHA (Occupational Safety and Health Act) safety compliance programs, workers compensation legislation, and IAQ (Indoor Air Quality) management programs, engineering and maintenance legislative requirements. Excellent written and verbal communicative skills. Experienced consensus-builder and ability to work with all partners. Demonstrated organizational and management skills. Excellent supervisory and decision making skills.

All positions are designed to support the **MISSION** of the Eden Prairie School District:
Inspiring Each Student Every Day

Essential Responsibilities:

- 1. Facility maintenance and project coordination.** Identify, develop and review capital improvements for long-range capital maintenance and repair of facilities and grounds in compliance with regulations and district educational program requirements.

Recommend, prioritize, and manage building repairs and renovation projects. Provide coordination to the Maintenance and Operations Coordinators to develop and administer energy conservation utilizing the facilities Building Automation System. Supervise and monitor the inspection and maintenance of safety equipment and all mechanical systems. Implement and maintain facility and equipment safety inspections to comply with current government regulations and insurance requirements. Develop, maintain, and keep current safety disaster and fire prevention/fire protection equipment, procedures and inspection records. Maintain safe playgrounds, athletic fields and equipment.

RESULT: The district facilities and grounds are established, improved and operate efficiently to meet safety and emerging educational requirements.

2. Administration. Develop and administer Long-Term Facilities Maintenance, Capital Projects, Health and Safety, and Operational budgets to meet district needs and to control costs. Manage and document state-approved projects.

RESULT: All projects are identified, monitored, and completed in a cost-effective and timely manner to meet customer requirements.

3. Data management. Compile and maintain accurate data for reports and training documentation related to: Material Safety Data Sheets, facilities maintenance, and Occupational Safety and Health Agency-requirements. Function as Indoor Air Quality coordinator in collaboration with district health director in order to provide team management and interface with all administrators, internal and external customers. Monitor and assess facility Indoor Air Quality issues and collect data to make improvement recommendations. Maintain and keep current OSHA worker injury records for all sites. Assist executive director of human resources and district health director to reduce worker's compensation claims through education and safety committees.

RESULT: Records and reports are current, accurate, and completed in a timely manner.

4. Program development and training. Train employees on Employee Right to Know, safety, and other required programs. Develop, monitor and maintain a Pool Management Plan and related Respiratory Protection Program. Conduct and document required safety classes.

RESULT: Training provided is current, documented and meets standards set by the appropriate government regulatory agency and district staff development effectiveness requirements.

5. Staffing and supervision. Coordinate and facilitate the work of the Maintenance and Operations Coordinators to plan and implement maintenance, repair and custodial services and activities. Supervise the hiring of building and grounds personnel to assure compliance with human resources requirements. Implement and maintain an assessment/evaluation process within district-defined processes and initiatives that lead to overall employee and department performance improvement. Develop and

implement building service employee staffing assignment, scheduled preventive maintenance procedures and operational repairs to ensure all employee services and health requirements are met.

RESULT: The supervision of department and building service staff is performed equitably, timely and in a professional manner within district parameters.

6. Emergency, security, and environmental management. Work with administrators to advise and implement a district emergency management plan. Manage and maintain a safe hazardous material identification, storage and disposal program. Implement and maintain a viable key control, security access system. Conduct continued monitoring and assessment of district emergency and security requirements.

RESULT: Severe weather/disaster, security procedures, and hazardous material programs are established, implemented and meet government regulatory safety requirements and regulations.

7. Other duties as assigned.

Standard Measures of Accomplishment:

1. Eden Prairie School facilities are safe, well maintained, and renovations are completed in a timely manner, in accordance with district policy.
2. All health and safety procedures and data reporting are accurate, completed in a timely manner, and meet government regulatory/program requirements.
3. All district staff are informed of the policies and procedures of pertinent health, security, safety, IAQ prevention and severe weather/disaster programs.
4. The facilities and safety department is managed in an equitable, efficient and cost effective manner where all employees are treated fairly and respectfully within a district-defined performance improvement system.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Terms of Employment:

Classification Number: I

Hours/Week: 40 *

Days/Year: 260 *

*Hours and days of service are established by the school

district and are subject to change according to district need.

Working conditions are determined by a written contract between the AST and the Eden Prairie School District.

Evaluation

The district's performance improvement process will be implemented with the Executive Director of Business Services.