



# Greater Albany Public Schools

## Assistant Facilities Director

**Salary Level:** Administrator  
**Reports to:** Director of Facilities  
**Work Calendar:** 233-day

**Classification:** Administrator  
**Location:** Physical Plant

**Position Summary:** The primary purpose of this position is to assist in directing the activities of the Physical Plant, including the management of capital improvements, facilities maintenance and operations, long-range planning for facility capital investment and asset preservation. This position has direct supervisory responsibility for grounds and custodial services staff.

### **Minimum Qualifications:**

- Journeyman-level experience in the building, maintenance and construction trades.
- Supervision experience in the building, maintenance and construction trades, managing employees, preferably in a union setting.
- Experience with Project Management, Design Development, and construction oversight.
- Experience installing, maintaining and operating Building Automation Systems.
- Oversee the IPM (Integrated Pest Management) Program
- Ability to read blueprints, schematics and mechanical drawings; knowledge of building codes; working knowledge of heating, ventilation and air conditioning systems; knowledge of hazardous materials handling, hazard communications and fire safety codes; knowledge of National Electrical Code; working knowledge of telecommunication system operations, maintenance and repair.
- Excellent written, oral and technological communication skills.
- Ability to provide excellent customer service support in various situations.
- Leadership style that is collaborative and builds a culture of professionalism.
- Physical ability to lift and carry heavy objects, climb onto roofs and work in high places, in crawlspaces and tunnels, indoors or outdoors, and under extreme conditions.

### **Essential Functions:**

**To assist the Director of Facilities in the following areas as directed;**

- Oversee and manage the District's grounds, maintenance, and other Facilities staff.
- Manage the District's water systems to OHA regulations as the District's certified drinking water operator.
- Maintain compliance with OHA requirements for certified lead renovation projects.
- Manage the District's AHERA asbestos management plan.
- Manage all support services fleet vehicles through scheduling maintenance and planning replacements.
- Create, implement, and manage a program to insure the continuous improvement of the District's facility services. Provide training and apprenticeship opportunities to promote technician knowledge and abilities.
- Work with staff to provide continuity to the District's safety program.
- Manage District energy policies through educating District staff and monitoring District energy consumption.
- Oversee creation, implementation and management of a Preventative Maintenance Program (long-range and short-range), including assessment of facility needs and reporting.
- Work collaboratively with building and site administrators to plan maintenance and improvement projects in the District.
- Coordinate construction and maintenance activities with state and local inspectors and authorities.
- Develops bids, and Request for Proposal (RFP) specifications, obtains quotes and supervises contracted project work.
- Develops and manages implementation of plans for capital construction, facility security and emergency response.

- Participates in budget development, manage facility budgets, and monitor/approve expenditures.
- Assist with, and in some instances coordinate, the management of bond-funded projects.
- Provide progress reports for the Bond Oversight committee and the Board
- Provide input into the DFAC (District Facilities Advisory Committee) During the bond planning process
- Oversee the District's facility use program, including liaising with District and community users.
- Manage the District's utility costs, including lighting, HVAC, water, sewer and garbage.
- Work with building and site administrators in supervising building custodians and the District custodial staff.
- Maintains records and prepares reports/applications as required by law and District, local county, state, and federal agencies.
- Reports regularly to District administration and board concerning facility issues.
- Assists in recruiting, screening and hiring of assigned staff.
- Assigns, orients, trains, supervises, and evaluates assigned staff.
- Interprets and implements board policies, administrative regulations, and negotiated agreements.
- Maintains the confidentiality of information related to District financial, collective bargaining and legal matters.
- Works harmoniously with staff, students and parents.
- Provides direction to others and makes independent judgments.
- Operates computer, software and other technology devices and programs related to job responsibilities.
- This position requires travel between District sites as well as response to facility problems and emergencies. The employee is responsible for supplying a vehicle for this travel and will be compensated for travel.
- Other duties as assigned.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee frequently is required to sit or stand for long periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, or tools; reach with hands and arms; climb or balance; and stoop or kneel.

The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires the ability to work in a variety of environments, both inside and outside which entails some risk due to facility or work inspections. The noise level in the work environment is usually moderate.

**Term of Employment:** Not to exceed 233 paid days or as set by negotiated agreement. May include extended contract days or extra-duty assignments. Salary and benefits based on the current District Salary Schedule and negotiated agreement.

**Job Safety:**

- Employees are required to follow the safety and health rules that apply to their job.
- Employees are to Wear any personal protective equipment (PPE) that their job requires.
- Report any safety or health hazards to your supervisor or your safety committee.
- Immediately report any workplace injury or illness to your supervisor or a safety committee.
- Keep safety devices and warning signs in place, and use appropriate safeguards and equipment when you are exposed to hazards.
- Cooperate with Oregon OSHA inspectors if they visit your workplace.

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job.

**Anti-Discrimination Policy and Commitment to Diversity:**

We believe that diversity is a strength, and we are committed to maintaining an inclusive, multicultural network. We are an equal-opportunity employer and welcome all qualified applicants.

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Employee Signature

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Date