

EXECUTIVE DIRECTOR, FACILITIES & OPERATIONS

QUALIFICATIONS

A minimum of a B.S. degree, preferably in an engineering or technical field with a Master's degree preferred

A minimum of five years of previous experience in a facilities management administrative position in industry or business

Must be insurable by district insurance carrier

REPORTS TO

Chief Operations Officer

SUPERVISES

All Supervisors of Facilities Operations

JOB GOAL

To lead a team of varied trades and skilled personnel who provide the essential support services that ensure a clean, healthy, safe, and comfortable learning environment; enhancing the value of facilities, coordinating construction, renovation and restoration projects as well as other facilities related functions and projects. The ultimate goal is to provide customer service and performance of services that enhances the learning environment and quality of life for scholars, staff, faculty, employees and visitors.

ESSENTIAL FUNCTIONS

Administers and coordinates the functions and services related to the requirements of the Asbestos Hazardous Emergency Response Act of 1986 (Maintains an up to date Asbestos Survey and associated Asbestos Management Plans).

Administers and coordinates the functions and services related to the removal of asbestos in the district's facilities.

Administers and coordinates the functions related to the procurement, placement and maintenance of relocatable classrooms.

Administers and coordinates the functions and services related to the construction and major maintenance activities in the existing facilities.

Administers and Coordinates functions related to cleaning to promote a healthy learning environment.

Administering and overseeing landscaping and sports field maintenance services supporting an aesthetically pleasing, safe and secure environment.

Overseeing and managing contracted services supporting any of the essential functions.

Complies with applicable OSHA, MOSHA, MDEQ, and other local safety and environmental laws, regulations and policies.

Responsible for ensuring the implementation of an effective Hazard Communication and Material Management Plan (HAZCOM, HAZMAT).

Responsible for preparing, justifying, and implementing an annual budget for both maintenance and operations and capital expenditures. Both budgets will be developed based on a priority system that considers urgency of need, economic useful life of systems and/or components, and other such factors to be determined by the Incumbent.

Ensures that the finances of the JPSD are stewarded in such a fashion that the support to the facilities and learning environment is optimized and all fiduciary responsibilities are conducted with the highest level of integrity and ethical behavior; personally and by every employee.

Responsible for implementing a Quality Management System to ensure consistent quality of all operations and identification of opportunities for continuous Improvement resulting in greater effectiveness at equal or lesser cost.

Responsible for reviewing energy, maintenance expenditure, safety, occupancy utilization and other factors and recommending consolidation of facilities to the COO for consideration by the Executive Committee, JPSD.

Implementation of planning for declaration of surplus buildings and excessing as well as for maximizing utilization of 16th Section property for increased revenue to the District.

Performs other related duties as requested or assigned.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

SALARY INFORMATION

Classification:	Executive Director, Facilities & Operations
Scale:	Administrative Salary Scale
Grade:	M
Days Employed:	256 per school year
Range:	\$87,200.00-\$120,000.00
Overtime:	Exempt

CODES

MS Personnel/Accreditation Data:	511019 (Director-Maintenance)
JPSD Job Position Title:	N1705