



DIRECTOR OF MAINTENANCE AND OPERATIONS

LAKE WASHINGTON SCHOOL DISTRICT

SUMMARY:

The Director of Maintenance and Operations assists the Executive Director of Support Services in the leadership of the Facilities Department while adhering to federal and state laws, rules and regulations and district policies and procedures. The Director assists in the administration of maintenance services, custodial operations, and the community use of school facilities. The position requires extensive professional knowledge; organizational, business and leadership abilities; and outstanding interpersonal skills. This position reports to the Executive Director of Support Services.

SALARY: Director Level 10 – Step 1 \$177,547 – Step 2 \$181,170 per year, 261 days. This is an exempt position. Full benefit package available.

ESSENTIAL JOB FUNCTIONS:

- Oversees the planning, organization, and management of facilities functions and staff; develops and maintains operating standards and levels of service for maintenance and custodial operations.
- Supports sustainability commitments, reporting, and investments in sustainable practices and initiatives.
- Oversees the maintenance of district assets to support optimal learning and working environments.
- Incorporates life cycle planning in the management of district physical assets to ensure they are cost-effective and to ensure business continuity.
- Effectively solve complex issues that span multiple teams.
- Build and manage relationships to stay informed on emerging trends, standards, and issues that impact the K-12 industry.
- Develops program and project budgets, schedules, communication plans, standards, and protocols.
- Plans and implements short-, mid-, and long-term facility, grounds, and equipment preventive maintenance programs.
- Develops and reviews monthly and annual performance metrics; uses performance trends to guide continuous improvement of the department.
- Develops data management systems related to facility operations and services.
- Develops and implements departmental processes and operational procedures aligned with Lake Washington School District's goals of cost-effective operation.
- Oversees all assigned budgets; approves expenses; prepares project or program expenditure analyses; develops and recommends budget enhancements related to maintenance and custodial supplies, equipment, and services.
- Assists the executive director in developing departmental staffing requirements; oversees hiring of supervisory, professional staff and consultants.
- Supervises and trains assigned staff; monitors staff performance; motivates and empowers staff to maintain high levels of service.
- Maintains expert knowledge of legislation and regulations affecting the procurement, maintenance, and operation of district assets and facilities; ensures district facilities are operated and maintained in accordance with all relevant regulations.
- Works with principals, program directors, and district administrators to coordinate facilities needs in support of instruction and educational operations.
- Works closely with Risk, Health & Safety Management to prevent or correct potential health and safety hazards.
- Employs innovative problem solving to address issues for staff and community members to support optimal departmental performance and stakeholder satisfaction in the district.
- Develops and maintains excellent working relationships with constituents, stakeholders, and other departments throughout the district.
- Manage the centralized process for community use of fields and facilities including the coordination and maintenance of interlocal agreements with city partners.
- Serves as a member of district bargaining teams and participates in labor management meetings when necessary to ensure compliance with collective bargaining agreements.
- Acts as resource to principals, district administrators and other staff.
- Represents Support Services on boards and committees within and outside the district.
- Performs related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to develop, implement and assess departmental policies and programs focused on best practices.
- Ability to think systemically, develop department-wide procedures and policies, and drive performance improvement toward higher levels of organizational process maturity.
- Ability to track multiple time sensitive projects and tasks; ability to work with confidential information and on sensitive tasks or projects.
- Extensive knowledge of legislation and regulations relevant to maintenance and operations in a public school district; the ability to keep expertise up to date.
- Ability to encourage professional development and continuing education of employees in Support Services.
- Ability to resolve conflict and improve team cohesion in support of department and district goals.
- Ability to foster a healthy work culture that prioritizes diversity, respect, and shared ownership of departmental goals.
- Ability to work independently and efficiently make sound decisions.
- Ability to communicate complex information simply and tailor communication appropriately to intended audiences.
- Ability to research, interpret and analyze information relevant to assigned responsibilities.
- Ability to utilize computers, software, and technology to support the district; ability to learn new software or technologies that offer value to the district.
- Knowledge of drafting and reviewing contracts.

EDUCATION & EXPERIENCE REQUIREMENTS:

- A bachelor's degree in business administration, engineering, facility management, education or other related field is required. A master's degree and/or professional certification is preferred. Qualifying experience may be substituted for educational requirements.
- Minimum of ten years of management experience in engineering, facilities, business management, K-12 education or other related fields. Experience in school district facilities is preferred.

WORKING ENVIRONMENT:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, reaching, carrying, pushing and/or pulling; some walking and bending; and frequent keyboarding. Generally, the job requires 40% sitting, 30% walking and 30% standing. The job is performed with the majority of time spent indoors and under minimal temperature variations; a portion of the day will be time spent outdoors and is subject to a variety of changing weather conditions and potentially uneven/slippery surfaces.

Please review [LWSD Human Resources Employment Policies](#), which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE.