

Summary	The Director of Facilities is responsible for ensuring that all facilities, grounds, and environmental systems are safe, secure, efficient, and supportive of student learning and workforce development. Work cooperatively with all administrative staff to ensure the efficient and effective operation of the organization.
Reports To	Executive Director
Licenses/ Certifications	PA UST Class A/B Operator, preferred Facility Management Certification, preferred OSHA 30-Hour Certification, preferred
Qualifications	1. Three years of related managerial experience. 2. Experience with equipment use and maintenance, including HVAC, plumbing, floor care, snow removal equipment, etc. 3. Excellent interpersonal and communication skills. 4. Work history that demonstrates strong problem-solving ability, resulting in a positive organizational outcome. 5. Knowledgeable about a continuous improvement system. 6. Experience working within a unionized environment highly preferred
Responsibilities	The Director of Facilities will oversee the maintenance, repair, safety, and functionality of a facility's physical structures and equipment, managing maintenance budgets and staff, coordinating capital projects and contractors, ensuring compliance with codes and regulations, and providing technical and strategic guidance for long-term facilities planning and asset management. Key responsibilities include developing preventive maintenance programs, managing work orders, ensuring efficient resource use, inspecting facilities, mentoring and training personnel, and collaborating with other departments to support organizational needs. The Director of Facilities will work collaboratively with the LCTI team to ensure the learning environment supports the educational mission of the school.

	Leadership & Supervision 1. Provides for feasibility studies as needed and future capital planning. 2. Works independently, and with others, to develop, promote, supervise, schedule, and provide leadership for the facilities department. 3. Evaluates maintenance, utility, and custodial personnel. 4. Works with the Human Resources Manager to make recommendations to the Executive Director for hiring, assigning, training, and termination of personnel within this department. 5. Determines training requirements, establishes and implements a comprehensive staff development plan. 6. Communicates with the Human Resources and Business Office when appropriate for personnel matters and labor agreement items.
	Facilities & Operations Management 1. Maintain current files and records of building plans and specifications. 2. Plans, assigns, and monitors all maintenance and grounds work, including snow removal operations, through an electronic work order system. 3. Conducts regular inspections of all facilities; and confers with building administrators and custodial/maintenance staff to determine that high standards of workmanship, cleanliness, safety and security are maintained. 4. Establishes and supervises a comprehensive preventative maintenance program and historical database of all equipment. 5. Oversees vehicle fleet maintenance and replacement programs. 6. Orders, inventories, and evaluates all materials, supplies, and equipment for maintenance, grounds/snow removal, and custodial work. 7. Coordinates calibration, inspection, and compliance for CTE program equipment, including baking, culinary, dental, machine trades, welding, and other program areas as required. 8. Coordinates a delivery schedule of products ordered through the Distribution Center, especially with those school districts participating in the Joint Purchasing Consortium.

	Compliance & Safety 1. Reports building conditions to the Executive Director, which might adversely affect the educational programs. 2. Maintains compliance with asbestos regulations, ADA, EPA, hazardous waste, underground storage tanks, PA Safe Drinking Water Act, and other applicable requirements. 3. Coordinates the SDS/Right-to-Know training, Lock-Out/Tag-Out procedures, and Integrated Pest Management plans. 4. Meets safety requirements as listed in the Chapter 339 Regulations. 5. Serve as co-chair of the Safety OAC.
	Technology & Security Systems 1. Oversees the installation and maintenance of the building automation systems; energy management systems; fire alarms, public address equipment, time clocks, and mass notification systems; and exterior door programming and key control systems. 2. Leads efforts to investigate and integrate new technology into facilities operations for efficiency, safety, and sustainability.
	Construction & Project Management 1. Provides coordination between architects, contractors, subcontractors, and school administration for all construction and renovation projects, including program equipment installation. 2. Assists the Business Administrator with developing bid specifications, reviewing bids for projects and equipment, requesting quotations, and assisting in contractor selection. 3. Prepares progress reports, studies, and cost estimates for construction, renovation, and maintenance projects. 4. Develops and updates a two-year Capital Project Plan and contributes to long-range facilities master planning. 5. Coordinates agreements with qualified contractors for facilities maintenance in consultation with the Business Administrator.

	Sustainability & Energy Management 1. Assists the Business Administrators in the development and implementation of energy conservation programs, monitors utility usage, and maintains liaison with PPL and other providers. 2. Promotes sustainability initiatives including recycling, green cleaning practices, and environmentally responsible facility management.
	Collaboration & Continuous Improvement 1. Works collaboratively with educational staff to ensure that all CTE programs and classroom spaces meet industry safety and compliance standards. 2. Engages stakeholders in identifying facility needs and opportunities for innovation. 3. Recommends policies and procedures for continuous improvement of facilities, safety, and operational efficiency. 4. Assists the Business Administrator in the preparation of the annual facilities budget. 5. Provides support for special projects and events as assigned.
	Professionalism/Other 1. Communicates with staff, students, administrators, contractors and visitors in an efficient, effective and timely manner.
	2. Recognizes and reacts appropriately to disciplinary and emergency situations. 3. Grows professionally by maintaining required certification(s), keeping up with professional literature, and keeping up with changes in school law, applicable regulations and applicable standards. 4. Other duties as assigned by the Executive Director
Terms of Employment	Length of Work Year: Twelve (12) months

Physical/ Mental/ Environmental Requirements of Job	<u>MEASURED IN TERMS OF FREQUENCY</u>			
	<u>Not At All</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Constantly</u>
	0	1 - 33%	34 - 66%	67 - 100%
	<u>LIFTING:</u>			
	Up to 10 lbs:		Occasionally	
	11 to 20 lbs:		Occasionally	
	Beyond 20 lbs:		Occasionally	
	<u>BODY MOVEMENTS:</u>			
	Bend/Stoop:		Occasionally	
	Climb:		Occasionally	
Evaluation	Performance will be evaluated by the Executive Director.			
	<i>The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the LCTI of any and all reasonable accommodations that will be required.</i>			
	LCTI is an equal opportunity employment, educational and service organization.			
	This job description is not an exhaustive list of all duties and responsibilities associated with this position and may be subject to change at any time with or without notice. The duties listed are not the only duties to be performed by the incumbent. Employees are required to follow job-related instructions and perform other job-related activities assigned by their supervisor.			

I have read and understand the requirements of the job and I can perform the essential functions of the job either with or without reasonable accommodations.

Applicant Name:

Signature:

Date:



Position Description

Director of Facilities