



Job Title:	Director of Facilities	Reports to:	Chief Financial Officer
FLSA status:	Exempt	Supervisor duties:	Facilities Department
Classification:	Classified-Admin	Term	12 month
Position Summary:	This position ensures that buildings and grounds are clean, safe and operating in an efficient and economical manner. The Director of Facilities oversees and supervises the daily operations of maintenance and grounds keeping personnel.		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- ☐ Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- ☐ Responds with tact and courtesy in public or telephone contact situations and provides information requiring a knowledge of district policies and procedures.
- ☐ Separates those items that are of a confidential nature from those that are not.
- ☐ Works independently with little supervision.
- ☐ Interviews, hires, provides training, supervises and conducts evaluations of staff
- ☐ Examines school buildings and grounds for needed repairs and maintenance.
- ☐ Works closely with building level administrators to ensure appropriate scheduling of projects.
- ☐ Establishes priorities for work to be accomplished.
- ☐ Assigns work orders.
- ☐ Evaluates work performed by maintenance and grounds personnel.
- ☐ Assists in writing specifications for building and grounds projects.
- ☐ Coordinates and supervises contracted construction and renovation projects.
- ☐ Prepares budget for buildings and grounds maintenance.
- ☐ Responsible for managing SFB projects for the district.
- ☐ Responsible for annual fire marshal inspections and three year asbestos compliance.
- ☐ Directs educational programs for facilities personnel.
- ☐ Implements and directs safety protocols for Facilities and grounds staff.
- ☐ On call at all times (24 hours) for building and grounds maintenance.
- ☐ Attends governing board meetings and presents reports, when necessary.

KNOWLEDGE, SKILLS & ABILITIES:

- ☐ Strong organizational and interpersonal skills dealing with a diverse range of people.
- ☐ Ability to communicate effectively verbally and in writing.



- ☐ Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- ☐ Ability to work cooperatively and courteously with staff, students, parents and community members.
- ☐ Ability to lead and direct staff effectively.
- ☐ Knowledge of vehicle maintenance procedures and repair.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- ☐ Experience in maintenance and grounds keeping leadership

Computer Proficiency: Google Suite

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 the 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; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. Employee must be able to pass mandatory drug and agility tests.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions, including direct sun, extreme heat, wind, rain or extreme cold. The noise level in the work environment is usually moderate but can vary due to the needs of a specific event/activity.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.