

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> Facilities Manager (Buildings and Grounds)	<b>Department:</b> Operations/Facilities
<b>Reports to:</b> Senior Executive Officer	<b>FLSA Status:</b> Exempt
<b>Bargaining/ Work Unit:</b> Classified Management	<b>Position Last Updated:</b> November 2025

**SECTION II: JOB SUMMARY**

The Facilities Manager is responsible for planning, coordinating, and supervising the maintenance and operation of all district buildings and grounds. This position ensures that facilities are safe, clean, functional, and well-maintained, supporting student learning and community use.

The Facilities Manager oversees custodial and maintenance staff, administers preventative maintenance programs, coordinates contractors and vendors, manages building-related compliance requirements, and plays a central role in long-term facilities planning and budgeting.

**SECTION III: DUTIES AND RESPONSIBILITIES**

<b>Duty/ Responsibility Number:</b>	1	<b>Statement of Duty/ Responsibility:</b> Facilities Operations & Maintenance Leadership
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Oversee daily building cleaning, maintenance, and groundskeeping operations.
- Implement a districtwide preventative maintenance program to minimize emergency repairs.
- Conduct regular building inspections to assess facility conditions, identify repair needs, and ensure safety standards are met.
- Coordinate and monitor contractor and vendor services to ensure completion in accordance with district standards.
- Maintain operational excellence across HVAC, mechanical, electrical, plumbing, and building automation systems.
- Perform other duties as assigned that align with the scope and responsibilities of the position.
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<b>Duty/ Responsibility Number:</b>	2	<b>Statement of Duty/ Responsibility:</b> Staff Supervision & Workforce Management
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Supervise custodians, head custodians, grounds staff, and maintenance personnel.
- Conduct employee evaluations, provide coaching, and manage performance expectations.
- Approve timesheets, schedules, employee assignments, and leave requests.
- Participate in hiring, onboarding, and training employees in best practices and safety procedures.
- Support the implementation of district labor agreements affecting custodial and maintenance staff.

<b>Duty/ Responsibility Number:</b>	3	<b>Statement of Duty/ Responsibility:</b> Budgeting, Planning, and Resource Management
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Assist in developing and administering the annual buildings and grounds budget.
- Participate in long-range capital planning and facility improvement projects.
- Evaluate costs, monitor expenditures, and assess the value of purchased goods and services.
- Maintain inventory and ensure efficient use of equipment, supplies, and materials.
- Provide operational data and recommendations for capital investment decisions.

<b>Duty/ Responsibility Number:</b>	4	<b>Statement of Duty/ Responsibility:</b> Safety, Compliance, and Regulatory Oversight
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Ensure compliance with local building codes, OSHA, hazardous materials regulations, and district safety policies.
- Serve as district liaison with local and state fire officials and safety inspectors.
- Coordinate required safety drills, inspections, and regulatory reporting.
- Train staff in safe work practices, chemical handling procedures, and emergency protocols.
- Maintain documentation and reporting systems related to facility compliance.

<b>Duty/ Responsibility Number:</b>	5	<b>Statement of Duty/ Responsibility:</b> Community & Stakeholder Collaboration
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**Tasks involved in fulfilling the above duty/ responsibility:**

- Maintain positive working relationships with administrators, staff, contractors, and community members.
- Communicate facility issues, project timelines, and maintenance updates effectively.
- Support facility use for community events and after-school programs.

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES****Knowledge:**

- Building systems (HVAC, mechanical, electrical, plumbing, security, energy management).

- Preventive maintenance standards and facility operations best practices.
- OSHA and other regulatory requirements for facilities management.

#### **Skills:**

- Strong leadership, planning, and organizational skills.
- Proficiency with building automation systems, work-order systems, and related technology.
- Effective communication and interpersonal relationship skills.
- Excellent interpersonal communication skills, with the ability to interact effectively with school staff and community.
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#### **Abilities:**

- Supervise employees and promote a collaborative work environment.
- Analyze building system needs and recommend effective solutions.
- Interpret technical documents, safety regulations, and maintenance manuals.
- Manage multiple priorities and respond to emergencies.
- Demonstrate reliability, professionalism, and a strong work ethic.
- Maintain confidentiality and demonstrate integrity in all interactions.
- Collaborate effectively as part of a team.
- Ability to work effectively across lines of race, ethnicity, language, and economic status, with a commitment to identifying and addressing bias in support of equity.
- Builds strong, positive working relationships with colleagues, administrators, and community members.
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### **SECTION V: EDUCATION/CERTIFICATION REQUIREMENTS**

- High school diploma or GED required.
- Boilers License (Chief C or higher) required.
- Vocational or technical training in facilities management, building systems, engineering, or related fields preferred.
- Additional certifications in energy management, facilities management, or related areas preferred.

### **SECTION VI: EXPERIENCE REQUIREMENTS**

- Minimum of five years of experience in building maintenance or facilities operations.
- Supervisory experience required.
- School district or public-sector experience preferred.

### **SECTION VII: PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

#### **Physical Requirements:**

- Ability to sit, stand, walk, speak, hear, and use hands regularly.
- Ability to assist in physical tasks such as lifting up to 50 pounds.
- Requires regular movement throughout district buildings and grounds.
- The specific vision requirements of the job include good close vision, color vision, peripheral vision, depth perception and the ability to read written or typed information and to adjust focus.

**Work Environment:**

- Indoor and outdoor work in varying weather conditions.
- Exposure to noise, chemicals, fumes, and mechanical equipment.
- Must meet occasional urgent deadlines and respond to emergency repair needs.

<p><b>SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS</b></p>
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- A clear and demonstrated commitment to the District mission. Richfield Public Schools inspires and empowers each individual to learn, grow and excel. Perform assigned responsibilities in a manner consistent with the District's established Core Values.
- Advance the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.
- Commitment to providing safe and positive learning environments.
- Ability to work collaboratively and maintain effective working relationships.
- Commitment to student-centered service, efficiency, and continuous improvement.