



Position Description: Assistant Facilities Manager

SECTION I: GENERAL INFORMATION

Position Title: Assistant Facilities Manager	Department: Facilities
Reports to: Facilities Manager	FLSA Status: Exempt
Classification: Classified Management	Bargaining/ Work Unit:
Position Last Updated: January 2026	Next Position Description Update:

SECTION II: JOB SUMMARY

Under the direction of the Facilities Manager, the Assistant Facilities Manager is responsible for the direct supervision of Maintenance Mechanics, Maintenance A staff, and building cleaners at three (3) elementary buildings. This position has authority for hiring, training, evaluating performance, assigning work, and administering discipline, up to and including suspension and termination, in accordance with District policies, procedures, and applicable collective bargaining agreement.

To oversee, coordinate and regularly evaluate the maintenance and operational efficiencies of all District HVAC, pneumatic, electrical and plumbing systems; boilers, pumps and mechanical equipment to help ensure that all facilities have a safe, secure and comfortable environment for staff, students and visitors.

To participate in the development, refinement, implementation and ongoing evaluation of the District's energy management program and the comprehensive preventive maintenance planning and equipment replacement schedules required for compliance with District policies and applicable regulatory standards or licensing requirements.

SECTION III: DUTIES AND RESPONSIBILITIES

Statement of Duty/ Responsibility:

Facilities Operations & Maintenance Leadership

Tasks involved in fulfilling above duty/ responsibility:

- Develops and maintains a current knowledge of the District's policies, protocols and procedures

that apply to this position so that work responsibilities can be performed purposefully, confidently and independently within the position authority and responsibility parameters.

- Confers with the Facilities Manager to plan the timely, successful implementation of the energy management program, preventive maintenance plans and equipment replacement schedules and make any recommendations that will increase the program's effectiveness and efficiency, and ensure ongoing compliance with all applicable policies and standards.
- Serves as the technical resource and districtwide consultant on maintenance or replacement of mechanical equipment, including specific and thoroughly documented recommendations.
- Collaborates with other maintenance personnel in diagnosing malfunctioning or defective systems or equipment, performs systems repair and/or preventive maintenance responsibilities as required, and ensures that all such activity is documented and entered into the energy management database.
- Monitors and evaluates the performance of established preventive maintenance plans and approved equipment replacement schedules, taking corrective actions if required to ensure the timeliness, quality and efficiency of such activities.
- Develops and implements an ongoing maintenance training program for other District maintenance personnel.
- Meets regularly with other maintenance personnel to ensure their uniform understanding of how the preventive maintenance plans and/or equipment replacement schedules will affect work assignments throughout the year.
- Contributes to the annual review and evaluation of each year's maintenance and operations activities including recommendations for changes in approach looking to the future.

Statement of Duty/ Responsibility:

Staff Supervision & Workforce Management

Tasks involved in fulfilling above duty/ responsibility:

- Directly supervises Maintenance Mechanics, Maintenance A staff, and building cleaners at assigned buildings.
- Has authority for hiring, onboarding, training, work assignment, and scheduling of assigned employees.
- Conducts performance evaluations and manages performance improvement processes.
- Administers corrective and disciplinary action, up to and including suspension and termination, in accordance with District policies, procedures, and labor agreements.
- Approves or denies time-off requests and authorizes overtime consistent with District policies and operational needs.
- Verifies and approves employee time records.
- Confers regularly with the Facilities Manager, Building Leads, and Principals regarding work quality, timelines, staffing needs, and operational priorities.

Statement of Duty/ Responsibility:

Community & Stakeholder Collaboration

Tasks involved in fulfilling above duty/ responsibility:

- Builds and maintains collaborative work relationships that contribute to a pleasant and productive workplace.
- Maintains positive working relationships with administrators, staff, contractors, and community members.

- Communicates facility conditions, project timelines, and maintenance updates clearly and professionally.
- Supports facility use for community events and after-school programs.

SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge and experience with the development and implementation of comprehensive preventive maintenance plans and equipment replacement schedules.
- Sufficient knowledge of electricity and plumbing to perform all responsibilities of this position, including effective training of other maintenance personnel.
- Demonstrated ability to quickly and correctly diagnose malfunctioning or defective systems or equipment and provide effective work direction to others regarding repairs or replacements.
- Demonstrated strength and stamina to perform repair and replacement work as may be required in this position.
- Demonstrated knowledge and experience with the proper operation and maintenance of HVAC, security, fire protection, and other building systems, including swimming pools.
- Sufficient knowledge of building construction to perform all responsibilities of this position related to the operation and maintenance of the physical plant.
- Demonstrated ability to provide effective work direction and instruct others on established custodial and maintenance procedures and processes.
- Demonstrated strength and stamina to perform all the physical lifting and moving of equipment, materials and supplies as required in this position.
- Strong leadership, planning, and organizational skills.
- Effective verbal and written communication skills.
- Ability to train and support staff.
Strong interpersonal skills and ability to work effectively with diverse groups.
- Ability to manage multiple priorities and respond to emergency situations.
- Work independently within established priorities and guidelines.
- Ability to maintain confidentiality and demonstrate integrity and professionalism.
- Ability to maintain regular, predictable attendance as an essential function of this supervisory position to ensure effective staff supervision, building operations, and emergency response.

SECTION V: EDUCATION/ CERTIFICATION REQUIREMENTS

- High School or GED required; two (2) years of post-secondary training in low pressure boiler and other applicable building systems
- Minimum of six (6) years of experience in the operation, repair and maintenance of HVAC, pneumatic, electrical and plumbing systems and related mechanical equipment in one or more facilities comparable to Richfield Schools.
- Minimum of two (2) years of supervisory experience
- State of Minnesota Chief Class C boiler licensure required.
- Certified Pool Operator license required, or ability to obtain within six (6) months of employment.

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.
- Ability to operate a motor vehicle and travel between District facilities as required; must possess and maintain a valid driver's license.

SECTION VIII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- 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.