



Job Description

Position Title:	Director, Operations Facility Support
Job Title:	Director, Facilities Support
Function:	Facilities & Maintenance
Family:	Facility Services
Reports to:	Senior Executive Director, Facilities

Terms of Employment:					
Pay Grade:	E21	Minimum Salary: *	\$96,276	Mid-Point Salary:	\$119,805
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	240	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded				

Job Scope

Oversees daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

Position Summary

Oversee, direct, and supervise custodial and grounds operations for multiple sites.

Essential Functions / Key Responsibilities

1. Plan, assign, and review the work of a team engaged in supervising employees on assigned shifts performing routine and specialized tasks.
2. Makes recommendations concerning the selection and procurement of supplies and equipment.
3. Maintains budget and inventory records and prepares reports concerning operation.
4. Maintains relevant OSHA (Occupational Safety and Health Administration) and MSDS (Material Safety Data Sheets) records.
5. Ensures maximum effective use of time, labor, and materials. Identifies vendors for appropriate product/equipment selection and parallels employee training.
6. Develop and review annual operating budget, determine requirements for personnel, supplies, materials, and equipment, monitor expenditures to ensure consistency with departmental objectives and compliance with established budgets.
7. Monitor and evaluate personnel to ensure project completion, technical accuracy, and adherence to departmental and district policies and procedures, objectives, quality assurance programs and safety standards.
8. Implement a systematized review of all district facilities to ensure building cleanliness.
9. Develop and manage assigned budget.
10. Develop and conduct in-service training program for assigned personnel.
11. Monitor Key Performance indicators.



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12. Implementation of Professional Development for employees
13. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years equivalent experience, and
- 3+ years' professional experience in custodial and grounds maintenance or facilities, and
- Progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- Master's degree from accredited college or university.
- 10+ years' progressive experience in custodial and grounds maintenance or facilities, and
- 4+ years of progressive leadership experience to include:
 - Planning, Organizing, Staffing, Directing, and Managing employees or teams.
 - Coaching, Mentoring, Developing, and Performance Managing employees or teams.
- Prior work with inventory and warehouse management
- Prior work with quality control and development of job performance standards and objectives related to custodial/plant operations field.
- Prior work with staff selection, training, and evaluation

Knowledge, Skills & Abilities

- Demonstrated considerable knowledge of the tools, equipment, materials, and practices of custodial and landscape industry including, floor care, restroom care, irrigation, playground equipment, fencing, concrete and heavy equipment operation.
- Demonstrated knowledge of federal, state, and local regulations related to custodial and grounds services activities.
- Demonstrated ability to estimate labor, materials, and equipment needs.
- Demonstrated ability to read and interpret blueprints, schematics, and field sketches.
- Demonstrated project management skills.
- Knowledge of custodial methods, techniques, equipment, material, and supplies related to the area.
- Demonstrated leadership skills.
- Demonstrated communication skills both written and oral.
- Knowledge of district funds management
- Management style compatible with the position
- Ability to demonstrate the following core values: integrity, high expectations, commitment, respect, dedication to teamwork and passion for a student-centered environment.



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Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Supervises and oversees the department staff comprised of Area Supervisors, Sall Engine Repair, Custodial Night Crew, Office Staff and Warehouse
- Supervises Summer operations of custodial work force throughout the district.

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at: <https://pol.tasb.org/PolicyOnline?key=176>.

San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado migratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name: _____

Date: _____

Employee Signature: _____



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT



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