

Assistant Director of Building Operations

Dept/Div: Finance and Operations/Building Operations

FLSA Status: *Exempt*

General Definition of Work

The Assistant Director of Building Operations is responsible for the difficult professional work directing, planning, implementing and supervising facilities engineering, construction, maintenance and support services including building, grounds and equipment maintenance, purchasing and environmental services, and related work as apparent or assigned. The Assistant Director will manage custodial services, including hiring and onboarding, professional development, and performance evaluations. Work is performed under the general direction of the Director of Building Operations. Departmental supervision is exercised over all personnel within the department. The Assistant Director of Building Operations reports to the Director of Building Operations.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Duties & Responsibilities:

Responsible, under direction of the Director, for the supervision of all elements

Responsible, under direction of the Director, for the effective and economical delivery of district wide facility custodial services.

Responsible for understanding the layout, infrastructure, and operations of the district's buildings and sites.

Implement departmental plans, processes, procedures, and standards. Recommend revisions as needed.

Coordinate the development and implementation of training programs for staff, including onboarding programs for new staff.

Manage personnel. Recruit, hire, evaluate, coach, discipline and terminate staff as required.

Responsible for tracking, managing and processing staff time sheets, sick time, and vacation time.

Responsible for scheduling staff to ensure operational coverage of buildings and facilities services.

Responsible for maintaining current staffing and emergency call/contact lists.

Responsible for responding to, or providing guidance on, after-hour emergency calls when calls are elevated to the management level.

Conduct monthly inspections, in addition to periodic random inspections during working hours, after hours, and on the weekends, of buildings and grounds to ensure environments are safe, clean, and orderly.

Assist the Director in leading departmental staff meetings in order to provide consistent and timely information to staff.

Collaborate with building and district leadership to resolve facility operations issues.

Collaborate with district administrators on cross-departmental and district initiatives and participate in Operation's Department and District Administrator meetings as required.

Assist with the preparation of internal and external departmental communications with clear and timely information to ensure transparency of operations.

Assist with the development and maintenance of schedules for the upkeep and replacement of department vehicles and equipment.

Oversee the maintenance and upkeep of accurate facility operations inventories.

Manage the procurement and maintenance of equipment and supplies consistent with district policies and procedures and relevant laws.

Responsible for delivering departmental services within established budget(s).

Responsible for maintaining necessary data for regulatory reports to ensure compliance.

Responsible for planning and implementing facility operations special projects (e.g. summer deep cleaning, in-house maintenance repair, and building-to-building moves) during school breaks, afterhours, or on weekends.

Responsible for managing asbestos mitigation, indoor air quality testing, water quality testing, pest management, trash/recycling processes and agreements, security call lists, scheduling sprinkler, fire extinguisher, fire panel, and kitchen hood inspections, elevator, playground, and gym equipment inspections.

Participate in District Safety Committee meetings.

Communicate with building administration to help meet site specific goals and objectives.

Collaborate with the Human Resources Department in collective bargaining unit(s) negotiations as requested.

Participate in 'Meet & Confer' meetings with the collective bargaining unit as requested.

Maintain active memberships in relevant professional organizations.

Assists the Director of Building Operations as needed.

Perform other duties as assigned.

Knowledge, Skills and Abilities

Comprehensive knowledge of the basic principles and methods of maintaining large educational buildings and related facilities; knowledge of building codes, fire codes and ADA requirements; knowledge of OSHA regulations, health and safety requirements, statutes and laws; understanding of budgets and procurement, RFPs and bids; knowledge of the hazards of cleaning materials and chemicals; ability to plan work independently and to spend approximately 50% of work day in the field supervising employees and inspecting adherence to facility maintenance standards; ability to prepare contract specifications and cost estimates; ability to provide training to large and small groups; ability to maintain records using appropriate technology including spreadsheets, ability to communicate both verbally and written, ability to establish and maintain effective working relationships with employees, vendors, school administrators, the School Board, associates, local city and county officials and safety representatives and the general public.

Education and Experience

High school diploma or GED and considerable custodial experience, knowledge of general maintenance, working with kitchen appliances, or equivalent combination of education and experience. Associates/Technical degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to the risk of electrical shock, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Preferred custodial and/or maintenance experience, 1st Class or higher boilers license, valid drivers license in the State of Minnesota.

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