

PROFESSIONAL JOB DESCRIPTION

POSITION TITLE: Facilities Director

PURPOSE: Perform all duties and responsibilities involved with the overall management and safe operation of the school district maintenance and custodial departments.

REPORTS TO: Superintendent

SUPERVISORY RESPONSIBILITIES: Hiring, supervising, directing work, assigning work, auditing timesheets, training and evaluating. Develop specifications for and solicit competitive prices for all necessary tasks and budgets.

PRIMARY RESPONSIBILITIES:

1. Ensure management and safe operation of maintenance and custodial services.
 - a. Managing necessary daily maintenance and repair of school building.
 - b. Ensuring timely responses to school-wide maintenance and custodial requests.
 - b. Maintaining high standards for safety with school buildings and equipment
 - c. Coordinating building and equipment bids and purchase procedures
 - d. Ensuring the cleanliness of school grounds, buildings and equipment
 - e. Ensuring compliance with all applicable state and federal regulations; i.e., asbestos, radon, health, water quality, lead, etc.
 - f. Maintaining, ordering and managing within a consistent system for Moffat School inventory for maintenance and custodial services.
 - g. Scheduling and overseeing summer projects.
 - h. On-call 24/7 for any facility safety, maintenance or custodial emergencies.
2. Ensure maintenance and custodial operations are carried out in a timely manner.
3. Lead the school safety team and provide continuous safety training for all staff and teachers.
4. Conduct and document weekly inspections of school building to maintain high standards of cleanliness, maintenance and safety.
5. Assist in developing a budget adequate to operational needs and monitor revenues and expenditures.
6. Display initiative in evaluating and increasing the effectiveness of the maintenance/custodial department.
7. Be courteous in all dealings with parents, students and employees. Represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not be officially on duty.
8. Monitor and maintain waste water treatment, fire suppression systems, alarm systems, and security systems.
9. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
10. Perform all other duties as may be assigned. This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this position.

REQUIREMENTS: Must be at least 21 years of age with a high school diploma or equivalent; at least two years of prior experience in facilities/maintenance with supervisory experience; must have valid driver's license and pass background and drug tests. Employment must be approved by the School Board of Education and employee must adhere to the District's Drug Free Workplace Policy.

SPECIFIC SKILLS PREFERRED: Computer and overall technology experience, strong organizational skills, keen attention to detail, strong interpersonal and problem-solving skills, leadership and coaching skills, and prior experience in maintenance and operations including HVAC, electrical and heavy equipment. Water testing and HVAC certifications highly preferred.

PHYSICAL DEMANDS: The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 5 to 100 pounds of force frequently to lift, carry, push, pull or otherwise move objects. Must have an adequate range of motion in the upper extremities. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job. Exposure to hot, cold, wet or windy conditions caused by weather may occasionally be experienced. Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

I have read and understand this position description.

Employee Signature

Date