

Big Walnut School District

POSITION DESCRIPTION: Director of Facilities

REPORTS TO: Superintendent

JOB SUMMARY:

The Director of Facilities is responsible for the effective stewardship of district facilities, equipment, land and financial resources. The Director of Facilities plans, directs and coordinates capital improvements, maintenance, custodial and security functions for the district in such a way as to promote the efficiency of the school system, maximize the use and maintenance of facilities and capital equipment, and provide long range capital asset management for the District. The Director of Facilities will supervise maintenance, facilities and custodial staff.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Plan, develop, and coordinate the design, assessment, project management methodologies, construction and evaluation of the properties of the Big Walnut School District.
- Assist in developing architectural plans for new construction. Monitor all construction projects. Ensure plans, specifications, codes and regulations are observed and are in compliance. Oversee a quality control program for workmanship and materials used in new construction.
- Coordinate all building, facilities and engineering services. Provide written updates of departmental activity to the Superintendent.
- Coordinate the effective and efficient use of technology to support facility and capital resource management, record keeping and planning.
- Establish and recommend priorities on repair projects and estimate cost of repair projects in terms of labor, material and overhead.
- Establish and implement a regular preventive maintenance program for all district buildings and grounds. Maintain a district-wide maintenance management system for comprehensive oversight of plan and equipment, including the fixed asset inventory control of all items designated as capital assets.
- Direct maintenance, custodial and security functions of all school buildings, grounds and installations on a regular basis to ensure that high standards of workmanship, cleanliness, safety and security are maintained to provide for the maximum welfare and safety of the students, staff and others in the buildings and on the grounds.
- Determine and prepare detailed specifications pertaining to supplies, materials, equipment and local contract work and recommend the lease or purchase of said equipment.
- Supervise and maintain athletic fields, grounds or buildings of the district to ensure athletic contests and other school activities are held in safe and appropriate conditions.
- Review, approve and confirm non-athletic facility and space use requests. Schedule and invoice use of non-athletic and District space and coordinate associated custodial and/or maintenance personnel as needed.

- Work in conjunction with the assistant superintendent to oversee and direct the implementation of the district's Emergency Management Plan including training of all staff and emergency responders, coordination of district-wide emergency response team, routine inspections of facilities, periodic drills, security of buildings, maintenance of sheltered areas and other related activities.
- Conduct various cost and statistical analyses related to construction, renovations, acquisition and development of land and/or property as presented in a ten-year capital improvement plan.
- Serve as District representative and attend various municipal, state and federal meetings on facilities planning, construction, operations, energy management, security, etc.
- Act as liaison with governmental agencies having jurisdiction over or providing services to district buildings.
- Keep informed of the latest trends, developments and products in the areas of maintenance, repair and upkeep. Encourage innovation and experimentation as appropriate.
- Communicate clearly, concisely and effectively both orally and in writing, with the administrative staff, professional and support staff, students, parents and community.
- Attend administrative team meetings.
- Attend and/or present at Board of Education meetings at the request of the superintendent
- Assume other responsibilities as assigned by the superintendent.

QUALIFICATIONS:

- Bachelor's or master's degree in facilities management, architecture, engineering or a field related to organizing and leading a program of maintaining facilities preferred or comparable experiences.
- Experience as an administrator/manager required.
- Knowledge of general construction trades, mechanical and electrical systems, energy management systems, building cleaning, equipment use and preventive maintenance.
- Experience in planning and overseeing new construction.
- Experience in educational/public school settings preferred.
- Successful BCI/FBI background check required.

EXPECTATIONS:

- Demonstrate support for the District's vision, mission and beliefs.
- Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
- Ensure that decisions are based on data.
- Demonstrate flexibility and openness to innovation in the performance of job-related duties.
- Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
- Adhere to and enforce all Board policies.
- Perform other tasks as assigned by the immediate supervisor.

OTHER CONDITIONS:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional travel.
- Occasional evening/weekend work (e.g. committee meetings, etc.)

TERMS OF EMPLOYMENT:

Work calendar, salary and benefits established by Board of Education regulations.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education Policy on Evaluation of Professional Personnel.

Presented to the Big Walnut Board of Education January 18, 2018