TITLE: **Director of Facility Management**

QUALIFICATIONS:

1. Has a Bachelor’s Degree in Business Administration, Construction Management or related field
2. Has three (3) years supervisory experience in the building trade
3. Has oral and written communication skills
4. Possesses a valid driver's license
5. Has demonstrated ability and aptitude or competence for assigned responsibilities
6. Has demonstrated the ability or potential to communicate and work effectively with staff and community

REPORTS TO: Chief Operating Officer/Deputy Superintendent

JOB GOAL: To maintain the physical school plant and its grounds in a condition of operating excellence so that educational use may be made of them at all times

PERFORMANCE RESPONSIBILITIES:

1. Examine school buildings and grounds on a regular basis for needed repairs and maintenance
2. Establish and recommend priorities on building and repair projects
3. Prepare estimates of cost of repair projects in terms of labor, material and overhead
4. Plan, assign, supervise and inspect all work projects
5. Develop a system for dealing with emergency repair problems with efficiency
6. Prepare reports on costs of work done, materials used, and labor expended
7. Order approved materials as needed and make recommendations of supplies and equipment for purchase
8. Supervise and/or inspect as necessary all work done under his/her supervision, constantly striving to improve the quality of work, the person hour productivity, the general condition of the mechanical equipment, and the general appearance of buildings and grounds
9. Consult with building principals regarding the establishment of regular preventive maintenance programs
10. Maintain records as required
11. Interview, recommend, and train all staff members necessary to the maintenance program
12. Organize and administer in-service training programs for custodial and maintenance personnel
13. Review and approve invoices for work performed by outside contractors
14. Maintain a professional awareness of current literature related to the field as well as state and federal law, Board policy and administrative regulations
15. Perform other duties consistent with the position assigned as may be requested by the supervisor

TERM OF EMPLOYMENT:

* Salary – Management Salary Schedule
* 8 per day
* 40 per wk.
* ~~260 days~~ 246 days
* 12 months
* Board approved 3-10-05, Revised 9-11-08