

Mercer County Schools**JOB DESCRIPTION**

Job Title: Director of Facilities Management

Reports to: Superintendent

Job Class Code: TBD (Cert/Class)

Work Schedule: 235 days 8 hours a day

Pay Scale: See Salary Schedule

Approval Date: TBD

PERFORMANCE RESPONSIBILITIES

BASIC FUNCTION: The Director of Facilities Management (DOFM) shall be responsible for the proper maintenance of all buildings and grounds for Mercer County Schools. The tasks include overseeing the facilities operations, managing facilities budgets, directing routine maintenance, responding to emergencies, risk management, managing contractors, and conducting site inspections. The (DOFM) supervises physical operations including building and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy and comfortable environment for students, faculty and staff.

REPRESENTATIVE DUTIES:

The specific duties and responsibilities of the Director of Facilities Management shall be to:

- Uses independent judgment in significant matters when coordinating and planning for inspections, recommend repairs and improvements for the district's facilities and grounds;
- Supervise the alterations of district facilities and be the point of contact for any new construction;
- Represent the district in day-to-day contacts with contractors, architects and engineers in connection with facility renovations or new projects;
- Interface and coordinate activities with local government agencies as pertaining to facilities and properties;
- Assist in the negotiation and administration of leases of district facilities and facilities used by the school district;
- Plan and direct the building services, building maintenance and grounds maintenance;
- Administer the school district's energy plan;
- Develop and administer the school district's snow removal plan and mowing plan;
- Uses independent judgment in significant matters when coordinating emergency procedures affecting building and grounds including cold weather temperature control and snow removal;
- Exercises discretion when making recommendations concerning the appointment, retention, promotion and assignment of all Facilities Department personnel;
- Develop and administer a preventative maintenance program for HVAC equipment, playground equipment and other equipment as needed;
- Coordinate and implement a staffing plan for the Facilities Department that includes training;
- Develop and administer a building and grounds use program that makes the district facilities available to the area residents and athletic groups;
- Uses independent judgment in significant matters when working with principals to coordinate the short-term and long-range facility improvement plans;
- Assists principals in the management and evaluation of the facility;
- Conducts regular building inspections for safety, cleaning standards and procedure compliance, coordinates inspections by insurance companies, fire and police departments, and health department;
- Completes District compliance trainings as required;
- Develop and coordinate bids, RFP's and other purchasing projects or initiatives;

- Responsible for asbestos management plan, pest management plan, and district safety plan.
- Perform other related duties, as assigned, ensuring an efficient and effective work environment as directed by the Superintendent.

KNOWLEDGE OF:

- Effective leadership skills;
- Experience analyzing problems and developing action plans;
- Must have positive interpersonal skills to work professionally with staff and have experience establishing effective and collaborative relationships with community members and other agencies;
- Must have excellent technical competencies in a variety of areas including use of technology, mathematics skills, writing and editing, organization, problem-solving, multitasking, and statistical record keeping;
- Knowledge of district organization, operations, policies and objectives;
- Knowledge of building construction practices and laws governing the construction and repair of public buildings.

ABILITY TO:

- Perform a variety of responsible duties related to the supervision of maintenance operations and activities;
- Plan, organize, schedule, assign and review maintenance work;
- Train, supervise and evaluate personnel.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Master's Degree, three years teaching experience, and at least three years administrative experience or ten years equivalent experience supervising facilities and maintenance or related.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky Certification for Principal or Degree in Facilities Maintenance.

IMPORTANT NOTES

Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Mercer County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.