

TITLE: Facilities Director

6.35

DESCRIPTION: The Facilities and Operations Director is responsible for directing and evaluating all activities assigned to the maintenance, grounds and operations of facilities. The Director is responsible for positive communication with all users of maintenance services, staff, and appropriate community members.

QUALIFICATIONS:

1. College degree or minimum of 10 years experience in facilities management, construction management or maintenance management.
2. Possess current Oregon operator's license issued by the State Department of Motor Vehicles.
3. Two years or more in a management or supervisory position is desirable.
4. Requires knowledge of and direct administrative experience in the functions, principles, and practices of a physical plant environment or buildings and ground maintenance; oral and written communication skills; record-keeping techniques; ability to use technology to monitor records and enhance productivity, supervision of personnel.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Business Manager

SUPERVISES: Maintenance, Grounds and Custodial Staff

JOB GOAL: To provide all students with a physical learning environment that is safe, clean, attractive, pleasant and smoothly functioning.

PERFORMANCE RESPONSIBILITIES:

Administrative functions:

1. Performs high level administrative, managerial and technical functions in the operation and maintenance of the buildings, grounds and custodial services of the Ashland School District.
2. Develops preventive maintenance processes by implementing effective facilities planning including oversight of roofs, HVAC and mechanical systems, plumbing, electrical, structural or other systems that impact district facilities.
3. Develops automated work order system. Administers work order completion.
4. Serves as the owner representative responsible for monitoring all construction and maintenance projects assigned to the division including coordinating with architects and consultants.
5. Manages all district contracts which are assigned to the division.
6. Prepares bid specifications.
7. Is responsible for the development of specifications for contracted services.

8. Oversees and recommends policy concerning the implementation of mandated local, state and federal regulations such as AHERA, OSHA, ADA, EPA, Emergency Preparedness Safety, and building codes.
9. Serves on the District Safety Committee and oversees their recommendations for districtwide safety programs.
10. Attends district meetings as required.
11. Performs such other related tasks and assumes such other related responsibilities as assigned by the Business Manager.

Budgeting functions:

1. Prepares, recommends, and administers the annual budget for the buildings, grounds and operations divisions.
2. Coordinates all purchasing requirements for the division.
3. Is responsible for the purchasing of district supplies and equipment, and oversees contracts related to purchased services.
4. Monitors and oversees a coordinated inventory control program for all areas in the division.

Personnel functions:

1. Hires, supervises, evaluates and disciplines all employees assigned to the building, grounds and operations divisions.
2. Oversees hiring, orientation, supervision and training of maintenance and custodial staff.
3. Responsible for monitoring and overseeing the accurate documentation of employee time cards or sheets.
4. Assesses the skills of division employees and plans appropriate education and training.

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read complex architectural plans and CAD drawings. Ability to write routine reports and correspondence. Ability to speak clearly and concisely. Ability to speak effectively before groups of community members or employees of the district.

2. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.
3. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
4. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and School Board policies.
5. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings. The employee will frequently lift up to 50 pounds and occasionally lift up to 100 pounds.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Supervisory Personnel.

Adopted 3/23/07; Revised 10/29/08