

Facilities Manager

Position Purpose:

Under the general supervision of the Superintendent of Schools and direct supervision of the Business Manager, to manage the Facilities, Maintenance and Custodial functions of the district.

Job Responsibilities:

- Oversee the maintenance and repair of buildings and grounds
- Train and supervise custodial staff
- Assure optimal functioning of building systems
- Make recommendations to maintain and improve the facilities
- Oversee contractors working on the facilities
- Implement and manage approved projects
- Participate in the operating budget process
- Prepare and implement five year capital plan
- Maintain project files and warranty information
- Interface with administration to coordinate work and resolve facility concerns
- Proactively work with the business manager to augment operating procedures
- Work within grant guidelines for grant funded facility expenditures and projects
- Attend city meetings as directed
- Prepare bid documents for projects, supplies and services
- Serve as the District's coordinator of the Safety Services Program, including asbestos management; hazard communications; updating OSHA stands and regulations; underground storage tanks; training; pesticide notice, application, reporting; radon testing; and so forth.
- Performs related duties as required or as requested by the Superintendent his/her designee.
- Proficient with Computer and Internet usage.
- Proficient with Microsoft Office including; Excel, Word and Outlook
- Requires a valid Driver's License

Additional Duties

Performs other related tasks as assigned by the Superintendent.

Travel Requirements

Travel to school district buildings and professional meetings as required.

Physical and Mental Demands, Work Hazards

Work in standard office and school building environments.

Knowledge, Skills, and Abilities

- Ability to add, subtract, multiply and divide, and perform complex arithmetic operations.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, PowerPoint).
- Ability to analyze situations to define and draw conclusions.
- Ability to develop and implement projects.
- Effective verbal and written communication skills.
- Ability to organize multiple tasks and conflicting time constraints.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

Experience:

Successful Supervisory experience preferred.

FLSA Status: Exempt