

LEDYARD PUBLIC SCHOOLS



JOB DESCRIPTION

**Title:** Director of Facilities

**Reports to:** Superintendent of Schools

**General Responsibilities:** The Director of Facilities provides strategic direction for a department of 25 full-time, unionized custodial and maintenance staff, 500,000+ square feet of buildings, and 52 acres of grounds; an operating budget of \$2.5 million; oversight of daily services; planned and emergency maintenance; utility management; emergency preparedness; and regulatory compliance.

**Specific Responsibilities:**

Personnel Leadership and Supervision

- Directly supervise all department staff
- Coordinate the hiring process for all custodial and maintenance staff
- Ensure proper training, including mandated Federal and State regulation and/or district policy; evaluate staff performance; implement work plans and/or disciplinary actions when necessary; fairly settle personnel issues as they arise
- Scheduling all shifts of work and overtime

Implementing the maintenance of 500,000+ square feet of buildings; 52 acres of grounds

- Inspect facilities for safety, cleanliness, and building integrity
- Monitor the maintenance request system
- Prioritize building issues to be addressed
- Prepare for and respond to emergencies
- Designate workflow for all department employees, establishing procedures to increase productivity
- Oversee outside contractors of all trades

Management of annual \$2.5 Million department budget

- Prepare department annual operating budget requests, including overtime projections, utilities, refuse collection, maintenance and custodial supplies, contracted vendor costs, and new/replacement equipment

- Develop bid documents when necessary based on purchasing policy
- Monitor and control expenditures within budget parameters
- Recommend cost-saving projects
- Create and maintain a District Capital Needs Report
- Advocate, through the Town budget process, capital investment in school projects

**Serve As:**

Designated Asbestos Person

Chemical Hygiene Officer

District Security Coordinator

Administrator of the Indoor Air Quality Program, Green Cleaning Program, and Lead RRP program.

**Committee Membership:** Administrative Council; BOE Facilities Committee; School Security Committee (Chair); Public Safety Commission; Board representative to Town Emergency Operations Center; Permanent Municipal Building Committee.

**Qualifications:** Bachelor's Degree in Management, Engineering, or Facilities Management with demonstrated successful supervisory experience, and/or

Professional Master license with sufficient managerial experience within a school system, or comparably complex setting.

**Knowledge, Skills and Abilities:**

Written and verbal communication

Microsoft Office Suite

Public speaking

Presentation development

**Evaluation:**

The employee will be evaluated biannually based on their performance on the above responsibilities and other tasks assigned.

**Salary and Benefits:**

This is an Exempt Position with Standard Benefits Package for 12 Month Non-Union, Non-Certified Full Time Staff

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must have the ability to maintain composure with the public and co-workers in every day stressful and emergency situations. Employee must be free from mental and physical disorders which would

interfere with the performance of the duties as described. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear, speak, stand, sit, walk, bend, twist, stoop, kneel, crouch or crawl; climb stairs to various levels; use hands to finger, feel or operate objects, tools or controls; use wrists for repetitive motion; reach with hands and arms; drive, tolerate exposure to environmental allergens.

The employee must occasionally lift and/or move up to 25 pounds. Specific abilities required by the job include normal audio ability, close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment.

**License and/or Certificate:**

Valid Motor Vehicle Operator's License

**Posting Closes 11:59 p.m., April 22, 2019**

**Anticipated Start: June 1, 2019**

**To apply go to:**

**<https://www.applitrack.com/ledyard/onlineapp/>**

**For more information contact:**

**Robin Harris**

**[rharris@ledyard.net](mailto:rharris@ledyard.net)**

**860-464-9255 ext. 1100**