



Facilities Manager

GENERAL STATEMENT OF DUTIES:

The Facilities Manager is responsible for creating and maintaining an appropriate and adequate physical environment for all Board of Education and town buildings. This shared position provides the leadership necessary to maintain and improve Board of Education and town facilities, makes decisions that effectively and efficiently utilizes allocated resources, and provides meaningful contributions to the management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assists in the development and implementation of department policies, procedures and standards of work for custodial and maintenance staff. Assists in the ongoing evaluation of staff performance.
- Establish and implements schedules and procedures for the regular ongoing custodial and maintenance care of all school and municipal buildings with in Seymour.
- Designs, implements and maintains custodial and maintenance staff work schedules for each building. Assures appropriate staff coverage at all times.
- Ensures compliance with current local, state and federal laws, ordinances and code regulations.
- Supervises the performance of all maintenance and service contracts with third party vendors.
- Oversees the operation and control of the district/town's energy management computer systems that operate the HVAC and heating systems.
- Responsible for the ongoing preventative maintenance programs and inspections, including but not limited to HVAC systems and life safety systems.
- Serves as the supervisor of storage and handling of hazardous materials for the district, including required reporting to local, state and federal regulatory agencies.
- Meets with administration and management staff on a regular on-going basis regarding maintenance, cleaning, and custodial issues for each building.
- Selects custodial supply and equipment vendors to be used and ensures that an appropriate inventory level is maintained by the custodial staff in each building; ensures that secure storage areas for supplies and equipment inventories are maintained by the custodial staff of each building.
- Manages the bi-weekly and overtime payroll records, and reviews the time cards for accuracy of hours reported vs. hours worked.
- Provides regular updates regarding the status of maintenance and facilities projects.
- Manages the administration of the maintenance and custodial operating accounts and participates in the preparation of the annual budget.
- Performs other duties as requested by the Assistant Superintendent and the Municipal Director of Operations.

SUPERVISION RECEIVED:

- Works under the direct supervision of the Assistant Superintendent, Finance & Operations and the Municipal Director of Operations. A yearly evaluation will be completed by the Assistant Superintendent, Finance & Operations.

SUPERVISION EXERCISED:

- Supervises or aids in overseeing all town custodial and building staff.

QUALIFICATIONS:

EXPERIENCE AND TRAINING:

- Minimum of Associates Degree or equivalent college experience.
- Minimum of seven (7) years of supervisory experience, with at least three (3) years managing building facilities and/or supervising custodial/maintenance/trades staff.
- Demonstrated working knowledge of local, state and federal laws, ordinances and codes pertaining to school and municipal facilities operations and building construction management.
- Demonstrated experience in administering organizational budgets, including planning and overseeing capital project budgets.
- Excellent oral and written communication skills.
- Such additions and alternatives to the above qualifications as may be appropriate and acceptable to the Board of Education and the Board of Selectmen.

REVIEW PROCESS:

- Essential duties & responsibilities will be reviewed directly with employee's supervisors in an annual meeting scheduled each January
- The Assistant Superintendent, Finance & Operations, in conjunction with the Municipal Director of Operations, will conduct an annual employee performance review each July.
 - A formal, written report on the employee's performance will be completed. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee's personnel file.

PHYSICAL REQUIREMENTS

- Requires some agility, considerable physical dexterity, and moderate physical strength. Ability to lift, push, pull and carry equipment and supplies as needed.
- Requires ability to read, understand and prepare documents, budgets and reports, including statutes and regulations.