

**WESTON PUBLIC SCHOOLS
WESTON, CONNECTICUT**

JOB DESCRIPTION

Director of School Facilities

GENERAL STATEMENT OF DUTIES

The Director of School Facilities is responsible for creating and maintaining an appropriate and adequate learning environment for students and staff. This position provides the leadership necessary to continuously improve our facilities in the areas of maintenance, grounds, custodial functions and student/staff safety, and makes decisions that effectively and efficiently uses all available resources, and provides meaningful contributions to the district's administrative team.

SUPERVISION RECEIVED

Reports to the Director of Finance & Operations

PROFESSIONAL RESPONSIBILITIES

- Guides and facilitates the planning, organizing, scheduling, and implementation functions and resources of the school facilities department to achieve its goals and objectives in the most cost efficient and effective manner.
 - Develops and actively manages department performance metrics, while constantly focused on improvement.
 - Implements all local, state and federal laws and regulations related to handicapped accessibility and building safety.
 - Oversees the daily operation of the school facilities operations through hands-on teamwork with central office and school-based administration, and the support staff.
 - Supervises direct reports, ensuring accountability for meeting/exceeding clearly defined expectations.
 - Develops and administers the school facilities department's budget, and strictly adheres to all related policies.
- Maintains the security of the district's fixed assets.
- Prepares drawings and specifications for repairs, maintenance and alterations of school facilities. Solicits, reviews, awards, inspects all related work, and approves vendor/contractor payments.

- Builds partnerships with all facility users, with a focus on customer satisfaction.
- Continually learns and grows as a professional, and insures the same for all direct reports.
- Assists with research projects.
- Assists district personnel as required and performs other duties as assigned.

MINIMUM QUALIFICATIONS AND SKILLS

- Bachelors Degree in Engineering, Architecture, Public Administration, or related field. Graduate degree preferable. Extensive experience with proven results will be considered in lieu of formal education.
- A minimum of five years of supervisory experience, with at least three years managing building facilities, and/or real property operations, maintenance and repair.
- Experience in administering large organizational budgets, including planning and overseeing capital project budgets.
- Success in delivering services in high use buildings.
- Such alternative qualifications as the Board of Education may deem appropriate.

ATTRIBUTES

- Caring, thoughtful individual that likes kids.
- Excellent oral and written communicator with strong budget skills.
- Results driven, enthusiastic, energetic, involved, collaborative leader.
- Perceptive and flexible.
- Presents self as a confident, competent professional.

TERMS OF EMPLOYMENT

- Full-time, twelve (12) month position.
- Highly competitive salary commensurate with experience and educational background.
- Medical, dental, life, and disability insurance.
- Pension participation in the State of Connecticut Municipal Employees Retirement System.

EQUAL OPPORTUNITY EMPLOYER

The Weston Board of Education is an Equal Opportunity Employer. The Weston Board of Education ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation, gender identification, transgender status, or disability. The Weston Board of Education has a policy of active recruitment of qualified minority teachers, administrators, and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.