

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

DIRECTOR OF FACILITIES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of seven (7) years successful experience in the field of construction, at least three (3) of which are in a supervisory position.
- (3) Uniform Building Code Inspector in accordance with State Board of Education (SBE) Rule 6A-2.23.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws, rules and regulations of facilities and maintenance. Ability to communicate effectively both orally and in writing. Skills in positive people management. Ability to organize, manage time and prioritize duties. Possess analytical skill for problem-solving. Knowledge of construction techniques and budgets for construction. Knowledge of county zoning building codes. Knowledge of current research, trends and best practices.

REPORTS TO:

Superintendent

JOB GOAL

To provide the leadership, supervision and management necessary for the construction and maintenance of all facilities of the District.

SUPERVISES:

Lead Worker	Air Conditioning and Refrigeration Mechanic
Audio Visual Equipment Technician	Maintenance Assistant
Boiler / HVAC Mechanic	Fire and Safety Inspector
Carpenter	Maintenance Worker - General
Electrician	Secretary II

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 10

DIRECTOR OF FACILITIES (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Ensure District compliance with applicable codes, rules and statutes.
- * (2) Monitor the development of both short- and long-range plant maintenance plans.
- * (3) Coordinate the selection of design and construction professionals.
- * (4) Monitor and evaluate the planning and completion of capital improvement projects.
- * (5) Locate and recommend sites for new schools and other facilities.
- * (6) Coordinate activities regarding physical plants in accordance with Florida Statutes and State Board rules.
- * (7) Develop, maintain and coordinate procedures to ensure a safe, clean, attractive and pleasant school atmosphere.
- * (8) Receive work orders, establish priorities and assign personnel.
- * (9) Coordinate telephone and security systems.

Interagency Communication and Delivery

- * (10) Maintain effective relations with patrons, employees and the general public.
- * (11) Coordinate activities of the division with schools and other divisions.
- * (12) Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
- * (13) Ensure that both capital and major maintenance projects are coordinated with appropriate regulatory agencies.
- * (14) Promote cooperative relationships and coordinated efforts among support services to facilitate the instructional program.
- * (15) Coordinate activities with architects, engineers and contractors.
- * (16) Evaluate and review, on a continuous basis, financial requirements and maintain a system of cost accounting in cooperation with the Finance Department.

Professional Growth and Improvement

- * (17) Develop and deliver appropriate and current training for all assigned staff.
- * (18) Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- * (19) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the Superintendent as to their impact on the District.
- * (20) Attend meetings and conferences which promote professional growth and benefit the District.
- * (21) Promote and support professional development for self and others.
- * (22) Establish procedures which ensure personnel awareness of Florida Statutes, State Board of Education rules and health - safety standards and ensure the standards are implemented.

Systemic Functions

- * (23) Develop and maintain operating manuals for distribution to appropriate personnel.
- * (24) Develop, maintain and coordinate procedures to ensure timely response to plant maintenance of an urgent nature.
- * (25) Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- * (26) Supervise the dispersal of required materials and supplies.
- * (27) Supervise the keeping of time records and the submission of payroll for the maintenance personnel.
- * (28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (29) Exhibit confidence and commitment to the vision and mission of the District.
- (30) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (31) Serve as a member of the Superintendent's Executive Leadership Team.

DIRECTOR OF FACILITIES (Continued)

- *(32) Develop appropriate Board agenda items pertaining to areas of responsibility.
- *(33) Establish and direct the implementation of procedures that provide school-based managers opportunities to participate in decisions that affect them and their schools.
- *(34) Interview and recommend architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.
- *(35) Plan for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- *(36) Prepare all required reports and maintain all appropriate records.

*Essential Performance Responsibilities