

BIBB COUNTY SCHOOLS
JOB DESCRIPTION

JOB TITLE: FACILITIES DIRECTOR

CLASS: Support Personnel

LEVEL: Director

DEPARTMENT: Maintenance

SUPERVISOR: Superintendent

SERVICE TYPE: Classified

FLSA: Exempt

SALARY: BCS Salary Schedule

TERMS OF EMPLOYMENT: 12 Months

JOB GOAL:

1. To supervise the operation, maintenance, improvement, safety, and security of building grounds, and related equipment in all district facilities.
2. To develop and maintain, with the cooperation of principals, comprehensive preventive maintenance, energy management, in- service training, product testing, facilities improvement, life safety and other related programs.

MINIMUM QUALIFICATIONS:

1. High school diploma or GED recognized by the SDE.
2. HVAC certification required; completion of a trade or technical school program in the relevant trade preferred.
3. Verified proof of three (3) years' successful experience in facilities management.
4. Verified proof of three (3) years' successful experience in general maintenance including electrical, plumbing, energy efficiency, HVAC and other maintenance areas.
5. Possess and maintain valid Alabama driver's license and insurable driving record.
6. Background clearance through FBI and ABI processes.

ESSENTIAL FUNCTIONS:

1. Regular and punctual attendance required; full compliance with BCS sick leave and personal leave policies.
2. Develop and coordinate programs for the operation, maintenance, improvement, safety and security of buildings, grounds and related equipment.
3. Assist in planning for new construction, and monitoring all construction projects for the Board.
4. Work with the architect on all construction projects.
5. Establish and recommend priorities on repair projects.
6. Establish and supervise work routines/schedules, and assign work orders for employees.
7. Develop and coordinate a comprehensive preventive maintenance and facilities improvement program for the school system.

8. Repair electrical, heating, air conditioning, and refrigeration equipment to include troubleshooting, adjustment, component replacement, component repair, and modifications as authorized by the manufacturer's instruction.
9. Serve as a consultant to the administration on all maintenance, repairs, and capital improvement proposals.
10. Plan purchases of necessary custodial and maintenance supplies and equipment.
11. Assist in the preparation of specifications for supplies, equipment, and services to be advertised for bid as needed.
12. Review and sign all purchase requisitions for the maintenance department.
13. Establish and supervise summer cleaning programs and schedules.
14. Inspect and maintain fire alarm systems and fire extinguishers on a regularly-scheduled basis.
15. Provide advice, when necessary, relating to the terms of contracts with companies who perform maintenance and/or repair services.
16. Develop and coordinate an energy management program.
17. Conduct scheduled inspections of all facilities to evaluate the quality of housekeeping, maintenance and safety programs.
18. Coordinate testing of products and the development of standard specifications for custodial and maintenance supplies and equipment.
19. Administer facility requests for district buildings and grounds.
20. Schedule the work of outside contractors. Inspect the work performance of such firms and approve payment upon completion.
21. Monitor warranties and guarantees for equipment and building services.
22. Develop and maintain files of blueprints, plans, specifications, contracts, bids and other pertinent information related to building construction, maintenance and operation for all buildings in the school system.
23. Prepare and administer the custodial and maintenance program budgets.
24. Prepare cost estimates for proposed projects.
25. Assist in the recruitment, employment, assignment, transfer, evaluation, promotion, demotion and dismissal of custodial and maintenance personnel.
26. Develop guidelines, standards and procedures to ensure quality performance of the custodial and maintenance staff.
27. Organize and implement an in-service program relating to the proper operation and maintenance of equipment for custodial and maintenance personnel.
28. Schedule work routines and daily work assignments for custodial and maintenance personnel.
29. Drive vehicles as required to complete assign work tasks.

OTHER JOB RESPONSIBILITIES:

Assume other reasonable and equitable job-related duties assigned by the supervisor.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to work an eight (8) hour day and overtime as requested.
2. Skill in the use of word processing and data entry on computers.
3. Ability to use Excel spreadsheets and Microsoft Word programs.
4. Knowledge of methods, techniques and practices of the operation, repair and maintenance of building systems (i.e., HVAC, electrical, plumbing, and fire detection and suppression) within commercial buildings.

5. Knowledge of basic building maintenance concepts and principles including general carpentry, plumbing, electrical and cleaning processes.
6. Knowledge of Board policies, rules and guidelines affecting maintenance and facilities.
7. General knowledge of state and federal laws and guidelines relating to facility construction and maintenance.
8. Skilled in oral and written communication, and interpersonal interaction.
9. Excellent skills in organization.
10. Ability to work with or without supervision.
11. Demonstrate consistent honesty, integrity, dependability and confidentiality.
12. Complete assigned work tasks with a positive attitude.
13. Ability to work with a significant diversity of individuals and/or groups, and perform effectively as a supervisor or team member.

PHYSICAL REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:

1. Stand and walk 70% of work shift.
2. Lift up to 100 pounds on an occasional basis.
3. Climb steps, extension ladders and scaffolds on regular basis.
4. Stoop, bend, crawl, squat, twist, and reach, on a frequent basis.
5. Work in extreme heat and cold on a frequent basis.
6. Adequate strength, dexterity, agility and visual and aural acuity to perform all required tasks.

EVALUATION:

Job performance for non-probationary employees will be evaluated by the immediate supervisor based on the BCS Board policy. Probationary personnel will be evaluated at least annually.

APPEALS:

An employee who is not satisfied with his/her evaluation shall seek recourse by following the BCS grievance procedure.