



Columbia County School District Job Description

Position Title: Director of Facilities, Maintenance & Operations		
Department: Facilities, Maintenance & Operations	Evaluation Instrument: Performance of this position will be evaluated annually by the Chief Facility Officer in accordance with policy GBI – Evaluation of Personnel.	
Pay Grade: Administrative Salary Schedule, Grade F	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Bachelor’s degree in public administration, business administration, engineering or a job related field; other degree with comparable experience; or any equivalent combination of experience and training which would provide the requisite knowledge, skills, and abilities to successfully function in the position. Experience in supervising and administering in a leadership position and experience in managerial, financial, and personnel management related to elements included in this job description. This position reports to the direction of the Chief Facilities Officer and is responsible for all aspects of facilities maintenance and operations.

GOAL

To ensure and enhance a high-quality learning environment, the Director of Facilities Maintenance and Operations will ensure all district buildings and grounds are safe, functional, and secure, in accordance with prescribed codes and established district policies and standards.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Ensures that a harmonious working relationship exists between all Facilities Maintenance and Operations personnel and school administration.
- Effectively manages the maintenance staff as a cohesive team, as well as the individual members with their respective responsibilities.
- Supervises and evaluates all Facilities Maintenance and Operations personnel as directed by the Chief Facilities Officer.
- Holds supervisors accountable for their specific areas, daily schedules, and the requirements of proactive/preventative maintenance programs.
- Oversees adherence to the proactive maintenance care program by,
 - Ensuring that supervisors are inspecting buildings and reporting deficiencies;
 - Developing plans to address deficiencies when identified; and
 - Maintaining an on-going list of needs, improvements, and/or upgrades to buildings, including Capital Projects & those addressed under Board Policy KHE.
- Oversees building cleanliness,
 - Ensuring that supervisors are performing cleanliness inspections; and
 - Developing plans to correct deficiencies when identified.
- Ensures that maintenance supervisors have the physical resources available to carry out their duties in a timely and efficient manner.
- Monitors the work order and preventive maintenance systems to ensure the demonstrated best practices or recommendations of the original equipment manufacturer are being followed.
- Ensures accuracy of the information entered into the FMO database.
- Assists the schools with custodial personnel, to include training, equipment and supply acquisition, and supervision during holidays and school breaks.
- Oversees the floating custodial staff,
 - Interviewing and recommending applicants to maintain staffing levels;

- Assisting in coordinating the schedules of the floating custodians; and
- Monitoring custodians' chemical and supply usage.
- Plans and coordinates work time in a manner that protects the administrative function of this position while providing hands on involvement.
- Practices, promotes, and provides training to maximize safety at all times.
- Oversees cluster supervisors to ensure that all district facilities are maintained and repaired, promoting a culture of proactive and preventative maintenance.
- Holds weekly staff meeting with cluster supervisors.
- Prepares for, discusses with, and seeks approval of the Chief Facilities Officer for all district needs, capital projects, and those under Board Policy KHE.
- Maintains work related records and prepares work reports as directed, including an annual facilities/maintenance report.
- Identifies and schedules work to be performed during summer, winter, and spring breaks.
- Maintains current files and records of building plans and specifications.
- Identifies needs for future planning and assists with the development and implementation of the State and Local Five Year Plan.
- Serves as coordinator for required inspections and schedules contractors as directed by the Chief Facilities Officer for elevators, boilers, bleachers, fire doors, lifts, back flow preventers, hoods, risers, fire extinguishers, and any other item as directed by the Chief Facilities Officer.
- Stands on call for emergency repairs, equipment monitoring, or any special need occurring outside of normal working hours.
- Attends district meetings concerning facilities and maintenance activities, as required.
- Stays abreast of new issues and trends in facilities and maintenance and attends any training sessions, as required by the administration.
- Performs other related duties as assigned by the Chief Facilities Officer.

IMPORTANT NOTES

ESSENTIAL DUTIES

Requires regular lifting, carrying, and/or transferring of 40lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control.

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer. It should also be noted the order of duties and responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: August 2017