



## Columbia County School District Job Description

<b>Position Title:</b> Chief Facility Officer		
<b>Department:</b> Facilities, Maintenance and Operations	<b>Evaluation Instrument:</b> Performance of this position will be evaluated annually by the Assistant Superintendent of Student Support in accordance with policy GBI Evaluation of Personnel.	
<b>Pay Grade:</b> Administrative Salary Schedule, Grade D	<b>Pay Type:</b> Salaried-Exempt	<b>Retirement:</b> TRS
<b>Contract Work Year:</b> 243 Days Per Year, 8 Hours Per Day		
<b>Reports to:</b> Assistant Superintendent of Student Support		

### MINIMUM QUALIFICATIONS

**Education:** Bachelor's degree in public administration, business administration, engineering or a job related field. Comparable experience and other degree may be substituted for job related degree. Requires managerial, financial, and personnel management skills; leadership experience; communication skills' or any equivalent combination of experience and previous training which would provide the requisite knowledge, skills and abilities to successfully function in the position.

**Essential Knowledge/Skills:** Knowledge of school board, county government, state and federal laws, and all ordinances and regulations pertaining to all aspects of building and grounds management. Skills include, but are not limited to, new construction planning and engineering, site planning and engineering, geography and topography, construction supervision, land acquisition, equipment preventive maintenance, building maintenance, grounds maintenance, electrical systems installation and maintenance, hydraulic systems installation and maintenance. HVAC systems installation and maintenance, electronic systems installation and maintenance, personnel administration and supervision, specification preparation, budget preparation and budget management.

**Experience:** Experience in leading, supervising and administering in an executive position containing knowledge of elements listed above at a proficient level to enable successful performance in the position.

**Job Function:** This position is responsible for Facilities, Maintenance and Operations, system safety and all other related areas and issues. Maintains liaison with school/site personnel, parent groups, law enforcement departments, county government agencies, state government agencies and safety agencies; and compiles and submits all required local, state and federal compliance reports relevant to this position function. Each program under this position must be conducted in compliance with policies and procedures established by the Board of Education, the Georgia State Board of Education, local government policies and state and federal statutes.

### GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

### REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Leads and administers supportive services in the areas of buildings, grounds, custodial care, environmental systems and safety.
- Directs all maintenance activities including both in-house and contracted personnel.
- Inspects maintenance projects at various stages to insure effective completion.
- Ensures that a harmonious working relationship exists between all Facilities, Maintenance, and Operations personnel and school administration.

- Develops and monitors a system-wide program for correcting previously deferred maintenance.
- Develops and implements a preventive maintenance program.
- Supervises and evaluates all Facilities, Maintenance and Operations personnel.
- Develops and administers the Facilities, Maintenance and Operations budget.
- Develops and maintains effective security procedures for all system facilities.
- Develops specifications, inventory control and material purchasing procedures to ensure effective and efficient application of school system resources.
- Develops innovative approaches designed to reduce maintenance and operational costs.
- Tracks vandalism and maintains other appropriate records to assist in the preparation of school or system profiles.
- Assists in the development of all facility improvements and new construction planning.
- Assists the schools with custodial personnel to including training, equipment and supplies acquisition and supervision during holidays and school breaks.
- Develops and maintains safety procedures for the school system.
- Performs other related duties as assigned by the Assistant Superintendent.
- Conducts appraisal or evaluation of existing conditions, facilities or equipment or the verification of the accuracy of existing drawings.
- Exclusively responsible for maintaining a working relationship with architects and other contractors on behalf of the Columbia County Board of Education.
- Oversees technical inspection and testing.
- Performs warranty inspections during any applicable warranty period covering items incorporated into projects.
- Provides services related to major claims analysis.

#### **IMPORTANT NOTES**

##### **ESSENTIAL DUTIES**

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/ 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:** May 2017