



Columbia County School District Job Description

Position Title: Quality Assurance Manager – FMO		
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: General Services Schedule, Grade Q	Pay Type: Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		

MINIMUM QUALIFICATIONS

Education/Experience: College/technical school training or a minimum 10 years supervisory experience related to building maintenance, custodial practices, maintenance scheduling, preventative maintenance of equipment and proactive maintenance care of our facilities and or schools.

Essential Knowledge/Skills
 Computer and typing skills, excellent communication skills written and verbal. Must be able to follow oral and written directions with minimal to no supervision and work as part of a team. Extensive knowledge in all aspects of building maintenance. Requires regularly lifting, carrying 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. Capable of working off ladders of different type, lifts, and must not be afraid to work at different heights. Read and interpret building blueprints and equipment schematics. Must have knowledge of methods, materials and equipment necessary for maintaining school facilities in a healthy, safe, clean and orderly manner. Knowledge of OSHA regulations. Requires experience in maintaining inventory and ordering supplies.

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.

This is a highly specialized position and requires actual maintenance duties. This position requires the individual to work closely with the Chief Facilities Officer, providing input into the planning and scheduling of preventative maintenance and proactive maintenance. Must be able to keep all projects on schedule. This is a hands-on position where training of maintenance and custodial staff is required.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- General Duties.
 - Report to Chief Facilities Officer daily.
 - Keep the Chief Facilities Officer up to date on building cleanliness, equipment status, and the Proactive Maintenance Care program.
 - Assist with bid specifications and contracts as needed.
 - Serve as coordinator for required inspections & schedule contractors as directed by the Chief Facilities Officer. (Elevators, Boilers, Bleachers, Fire Doors, Lifts, Hoods, Risers, and Fire Extinguishers)

- Supervise the Equipment Operator & Repair Technician.
 - Ensure equipment is being properly repaired.
 - Oversee tracking of repaired and loaned equipment.
 - Verify preventative maintenance on equipment is performed.
 - Monitor parts and supply ordering.

- Proactive Maintenance Care Program.
 - Inspect buildings to ensure they are properly maintained.
 - Identify areas with deficiencies.
 - Identify needs, improvements or upgrades to buildings.
 - Document findings using Master Inspection form.

- Building Cleanliness.
 - Perform cleanliness inspections and identify areas with deficiencies.
 - Inspect custodial closets for organization and supply inventory.
 - Inspect equipment for proper use and condition.
 - Document findings.

- Identify Capital Projects.
 - Perform duties related to capital projects as authorized by Chief Facilities Officer.

- Identify needs for future planning.
 - Assist Chief Facilities Officer with the Five Year Plan.

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