



David Douglas School District #40

Classified Job Description

FACILITIES MANAGER

Schedule: 8 hours per day / 12 months per year / About 260 days per year
Salary: Range J
Starting Date:

POSITION PURPOSE

Provides District and community leadership in ensuring that District facilities and plans meet the needs of staff, students, and the expectations of stakeholders. Programs, plans and develops the operations of the District's physical plan to meet present and future needs; investigates, recommends and manages the Capital Improvement Plan (CIP) of the District.

Provides oversight for maintenance and construction services to ensure that all facilities are functioning properly and are properly maintained. Plans and directs the District's resource conservation program. Establishes appropriate maintenance, grounds keeping, security, and custodial requirements for all district buildings and property including all applicable regulatory compliance. Ensures that the District's and department's mission and goals are accomplished.

NATURE AND SCOPE OF RESPONSIBILITIES

- Directs the activities of the Maintenance Department, including new facilities, plant operations, equipment purchases, grounds, preventative maintenance, and all capital improvement projects
- Develops and implements departmental service policies and staffing models
- Selects, hires, trains, terminates, and evaluates maintenance and grounds personnel
- Develops both long-range and short-range plans to meet the Districts requirements for all maintenance areas including maintenance, capital improvements, and custodial departments
- Establishes and monitors maintenance priorities including systematic preventative maintenance programs for structures including their mechanical systems; maintains deferred maintenance list and coordinates planning effort to complete deferred maintenance projects
- Oversees capital construction including directing and supervising the development of building specifications by coordinating the efforts, activities, and requirements of educators, architects, engineers, and contractors to ensure that buildings will facilitate educational programs, be flexible to change in programs, and achieve an optimum balance between quality of construction and costs
- Directs the Districts resource conservation program and implements cost efficient modifications
- Determines and establishes detailed specifications pertaining to supplies, materials, equipment, and local contract work
- In conjunction with the Director of Administrative Services, develops the budget for maintenance, grounds, security, and custodial supplies and equipment and yearly project priorities
- Controls expenditures in assigned budget areas
- Exercises independent judgment with regard to public contracts, property rights, complaints, and coordination of crews of skilled and semi-skilled employees assigned to working on district property
- Provides leadership in planning activities related to the professional development of district staff in the areas of operations, maintenance and safety awareness
- Directly works with staff in the field in resolving maintenance issues and evaluating employees' abilities to identify and resolve maintenance issues
- Inspects all district buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained
- Meets regularly with building administrators and others to determine district facility requirements
- Works collaboratively with city, county, state, and federal agencies on regional planning issues
- Works collaboratively within the District and with other local governmental agencies for future District sites and building
- Attends building, district, or school board meetings, as required
- Keeps abreast of changes with federal, state, and local requirements for facilities and grounds and creates and/or updates any plans/programs as needed to keep in compliance, such as the integrated pest management plan and healthy and safe schools plan.
- Serves as the emergency contact for facilities issues, security, weather, natural disasters, or other environmental emergencies and responds to security and emergencies during the day, night, and weekends as needed
- Perform other duties, as assigned

QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

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QUALIFICATIONS Continued

Education:

Two years of college education in a related field preferred

Experience:

- Three to five years of successful administrative or supervisory experience including organizing and directing a diverse crew of skilled and semi-skilled employees
- Experience in building construction, job estimating, engineering, landscaping requirements, interpretation of plans, or equivalent experience in maintenance and grounds care
- Familiarity of practices of building trades
- Knowledge of school district, state, federal, county, and local agency (DEQ, EPA, OSHA, etc.) regulations pertaining to building maintenance and custodial services
- Technical knowledge of HVAC, electrical, roof, security, and fire/life/safety systems
- Thorough knowledge of safety and accident prevention measures
- Ability to review plans and make recommendations of a structural, mechanical, maintenance, and operational nature
- Ability to develop and implement budgets and work schedules
- Ability to prepare written specifications for bidding

Other Qualifications:

- Valid driver's license and evidence of insurability must be maintained
- Intermediate to advanced technological skills, Microsoft Office Suite applications, facility and work order scheduling software experience preferred
- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, public officials, vendors, and the general public including situations that may require conflict resolution
- Self-starter with proven analytical and problem-solving skills
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance
- Ability to communicate effectively and professionally, both orally and in writing
- Knowledge of principles and practices of work coordination and simplification and ability to develop and implement work schedules.

ESSENTIAL PHYSICAL REQUIREMENTS

Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Frequent and prolonged standing, walking and bending. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. The position requires the ability to make frequent trips to all the District's schools, grounds, and facilities.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties of personnel so classified.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified employee you will click on the word “**Internal**”, which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.

Apply at: <https://daviddouglas.schoolrecruiter.net>

External Applicant Instructions:

If you are an External Applicant applying for a position, you will complete the EXTERNAL TalentEd application. **Please see link above.**

Please include a current resume and portfolio containing samples of work you have developed, to include word processing, spreadsheets and a database.

A performance evaluation consisting of simulation activities will be included in the hiring process for the selected finalists.

This position is open until filled.

David Douglas School District Drug Testing and Criminal Background check

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District’s Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.