



## JOB DESCRIPTION

<b>POSITION:</b>	FACILITIES & MAINTENANCE DIRECTOR
<b>Reports to:</b>	Superintendent
<b>Term:</b>	260-day year-round calendar
<b>Hours/day:</b>	4 hours/day; 5 days/week (.5 FTE)
<b>Building:</b>	District Office
<b>Exemption Status:</b>	Exempt
<b>Union Affiliation:</b>	Not represented
<b>Wage:</b>	Non-Represented Classified Salary Schedule
<b>Benefits Eligibility:</b>	Medical, Dental, Vision, Retirement

### Position Summary:

This position provides an opportunity to work in multiple environments, performing a variety of challenging tasks that enrich and support the goals of the School District. As Facilities & Maintenance Director you will be responsible for the overall maintenance and care of the district's buildings and grounds, maintaining the physical school facilities in a condition of cleanliness and safety so that full use of educational facilities can always occur. The position supervises, plans, coordinates, and directs the work of the custodial/maintenance staff. This position will require travel to all buildings.

### Essential Job Functions:

Depending upon individual assignment, the employee may perform all or a combination of the following duties:

- Assumes general administrative responsibility for all custodial/maintenance personnel, services, and programs within the maintenance and facilities department.
- Supervises custodial/maintenance staff and schedules work to enhance productivity of personnel and achieve objectives within budget.
- Prepares and administers budget for assigned programs; Monitors expenditures during the year; makes recommendations for purchases, contracts and maintaining district wide services.
- Inspects school or district facilities for the purpose of ensuring that the sites are suitable for safe and healthy operations, maintained in an attractive and clean condition, and/or identifies necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Assesses and makes recommendations for grounds and facilities for future bonds and capital levies. Participates as active member of the Bond Committee.
- Inspects repair work, work orders, daily maintenance, and supplies for the purpose of ensuring that jobs are completed efficiently and effectively.
- Responsible for the district's preventative maintenance program, ensuring proper and accountable workflow and documentation, and completion of preventive and predictive maintenance tasks in a timely fashion.
- Prioritizes maintenance work assessments (determines the scope of work for projects, estimates completion times, determines associated cost for materials and supplies, etc.), responding to request/needs of buildings and/or staff.

- Prepares and maintains a variety of records and reports related to assigned function; review and authorize time records and overtime.
- Maintains inventory, monitors condition, and provides assessment of all facilities and systems.
- Hires contractors and ensures that they are licensed and have appropriate bonding and insurance. Oversees projects, prepares, and oversees project documents.
- Inspects new construction, capital projects, and infrastructure improvements for approval of inspection reports and payment requests, and to ensure specifications for such are within local/state/federal regulations.
- Oversees the district's energy use and resource conservation programs, recommending utility budgeting and resource conservation decisions.
- Acts as buildings safety officer; initiates training programs for building custodial staff concerning proper use of equipment and chemicals. Observes facilities for safety; takes action and provides safety information to staff.
- Consults with the fire marshals, OSHA representative, municipal authorities, insurance company inspectors, County Health Department staff, and staff of other regulatory agencies relating to equipment and building plans, construction, maintenance, and general operations of school district facilities, infrastructure, and equipment.
- Responds to complaints and special requests, as necessary.
- Responds to district-wide emergency situations, maintaining or returning district facilities to conditions acceptable to accommodate student learning.
- Supervises the disposition of environmental waste, ensuring compliance with established federal, state, and local regulations.
- Supervises the removal of snow and ice so that safe conditions exist, and schools can operate or be opened in a timely fashion.
- Works cooperatively with the wide variety of community groups and organizations that are using the facilities.
- Prepares and presents oral and written reports.
- Maintains consistent presence at assigned worksite and regular work hours.
- Performs related duties as assigned.

### Minimum Qualifications:

- Demonstrated knowledge of overall building trades standards & practices.
- Demonstrated ability to estimate, plan, organize and implement various maintenance and related contractual services.
- Demonstrated knowledge of WISHA/OSHA and Department of Ecology (DOE) safety practices and procedures.
- Knowledge of HVAC system operation and maintenance.
- Knowledge of electrical, security/fire alarm and plumbing systems.
- Knowledge of building maintenance and operations systems.
- Knowledge of cleaning products and chemical use.
- Skills in using and maintaining maintenance and grounds equipment.
- Ability to troubleshoot equipment problems and make repairs.
- Ability to drive a vehicle to conduct work.
- Knowledge of record-keeping techniques and health and safety regulations.
- Skill in the principles and practices of supervision, evaluations, and training.
- Skill in budgeting techniques and inventory control.
- Ability to use a computer for various work-related tasks.
- Ability to analyze situations accurately, prioritize projects and adopt an effective course of action.
- Ability to meet schedules and timelines.

- Ability to communicate effectively through good written and verbal communications skills.
- Ability to relate well to people and establish cooperative working relationships with staff, peers, students, and community.
- Ability to maintain accurate records and prepare reports.
- Ability to work independently with little direction.
- Ability to exercise tact, good judgment, and confidentiality.
- Ability to lift objects weighing up to 50 pounds.

### Work Environment:

This position requires working in various school, management, and community settings, often requiring sensitivity and effective skills in conflict resolution, with diverse populations including students, teachers, administrators, parents, and business partners. Exposure to weather, dust, cleaning chemicals and related fumes. Flexible scheduling, day, evening and/or variable hours required. Physically demanding position: standing, walking, stretching, bending, lifting heavy objects, operating heavy equipment. Required to lift to (50) fifty pounds. Required to travel to various sites.

### Physical Requirements Include:

- Continuous (2/3 to all the time, possibly the full day): Talking, Hearing, Seeing, Handling, Fingering, Grasping.
- Frequent (1/3 to 2/3 of the time or up to 5+ hours of an eight-hour day): Standing, Walking, Bending, Stooping, Crouching, Squatting, Reaching
- Occasional (1/12 to 1/3 of the time or up to 2 ½ hours of an eight-hour day): Sitting, Lifting, Carrying up to 10 pounds, Turning, Twisting, Kneeling
- Rare (0 to 1/12 of the time, 40 minutes of an eight-hour day): Climbing, Balancing, Pushing, Pulling
- Not Present: Jumping, Crawling

### Reports to:

Superintendent

### Evaluation:

The Superintendent shall evaluate the Facilities & Maintenance Director periodically pursuant to the currently established district procedures and evaluation criteria. The process shall include an evaluation of the employee's performance of the above essential job functions.

### Classification History:

Created July, 2017