Updated 3/25/19

**Title:** **Director of Facilities**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: 40 hours per week at an hourly wage

Typical Work Week: Monday – Thursday 6:00 a.m. - 2:00 p.m., Friday’s 6:00 a.m. – 12:30 p.m., Saturday or Sunday complete one on site walk through, 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

Collaborative Relationships:

* Interact positively and professionally with all District stakeholders
* Work collaboratively and closely with Head Custodian
* Supervise Custodial Team
* Work collaboratively and closely with Superintendent
* Problem solve and handle conflict in a professional manner
* Provide quarterly facility and maintenance updates to the Board of Education at Regular Meetings
* Attend and participate in Board of Education - Building and Grounds Committee Meetings
* Coordinate and be available for local agencies (fire, police, and emergency personnel)

Coordinate, Report, and/or Oversee:

* Become trained and serve as Asbestos Coordinator for the District
* Become trained and conduct water quality tests
* Serve as Pest Management Coordinator for the District
* Oversee, assist, and coordinate services with contractors and/or repair services
* Organize, plan, and coordinate building improvement projects
* Report weekly progress to Superintendent on improvement projects
* Monitor and oversee District’s septic system
* Monitor and oversee District’s fire alarm system
* Coordinate recycling or sale of used equipment
* Oversee classroom moves and/or used classroom furnishing requests
* Coordinate, prepare, and/or assist with the setup of indoor and outdoor activities

Maintenance/Improvement Tasks:

* Perform preventive maintenance throughout District
* Perform minor to mid-level fixes and repairs throughout District
* Inspect, maintain, and troubleshoot equipment
* Open and inspect all rooms each morning
* Handle emergency custodial tasks, in event a custodian is not on duty
* Monitor operation of electrical, mechanical, and plumbing systems as well as support the facility and its critical operations
* Purchase, organize, and budget properly for District’s maintenance supplies
* Complete Saturday or Sunday on site walk through
* Check building temperatures and HVAC systems online
* Mow and maintain grassy areas throughout District
* Weed, trim, and maintain landscaping areas throughout District
* Change and monitor District lighting and clocks
* Organize, plan, and coordinate building improvement projects
* Evaluate and recommend equipment/service upgrades
* Mitigate grounds related to weather conditions to protect the safety of everyone
* Coordinate and organize storage of equipment and supplies
* Prepare and maintain maintenance logs and records
* Inventory, service, and maintain District maintenance equipment
* Painting and revitalizing of District property and equipment
* Inspect roofing for all of District
* Ensure all equipment and systems meet local, state, and federal guidelines
* Landscaping of new areas on campus
* Install new equipment, classroom furnishings, and/or District signs/banners
* Coordinate raising and lowering of American Flag

Other

* All other duties as assigned considered as “other”