

FACILITIES MANAGER

Job Title:	Facilities Manager
Initial:	October 8, 2015
Revised:	n/a
Work Year:	261 Days
Office:	Operations
Department:	Facilities
Reports To:	Director of Facilities
FLSA Status:	Exempt
Pay Range:	Professional-Technical Range 3

Related Organization Chart



SUMMARY: The Facilities Manager manages and supervises the district facilities, maintenance and grounds maintenance departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Perform supervisory and administrative tasks related to assigned personnel; assesses staffing needs; selects or assists with selection of staff; reviews performance of assigned personnel; and reviews and makes recommendations for personnel actions
- In conjunction with and in the absence of the Director of Facilities;
 - Manages and directs the facilities maintenance and management functions
 - Participates in the development of long range maintenance plans
 - Manages the district’s facilities planning and capital improvement program efforts; real estate management and acquisition functions; and school capacity and facilities utilization information system
 - Participates in the development of long range capital improvement plans
 - Manages the district’s facilities construction efforts
 - Oversees associated design and construction contract management and administration functions
 - Supervises the district’s hazardous materials management program
 - Supervises efforts related to asbestos (AHERA and Colorado Regulation 8) assessments, reviews and abatements
- Proactively responds to requests for assistance, especially from building principals, concerning facilities issues

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides expertise and best practice information within the facilities disciplines
- Develops and maintains operations performance guidelines and manages a supporting training and development program
- Assists in the development of policies and regulations regarding the facility department
- Makes oral and written reports to the chief officers and/or the Board of Education
- Demonstrates positive customer service attitude at all times
- Participates in a leadership development program directed by the Director of Facilities
- Performs other related duties as assigned or requested.

Supervisory Responsibilities: This position directly supervises the facilities and grounds department personnel and indirectly supervises the building maintenance personnel at the building level in the absence of the Director of Facilities.

Budget Responsibilities: Develops, maintains, manages and monitors various budgets and budget execution plans for the related functions and funds.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High School diploma
- Prefer specialized courses in business, technical, vocation/construction trades

Experience:

- A minimum of at least three years of progressively greater responsibility and experience in the field of facilities, grounds, maintenance, design or construction

Knowledge, Skills & Abilities:

- Excellent oral and written communication and interpersonal relation skills
- Basic math and accounting skills
- Ability to read and understand construction drawings, and specifications
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Organizational skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to defuse and manage volatile and stressful situations
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability to lead, train and work with others
- Ability to perform responsibilities without the necessity of close supervision
- Ability to effectively communicate with various stakeholders including employees at all levels, parents and the District community at large
- Must be proficient in the use of personal computers and common software applications including Microsoft Word, Excel, Outlook, and Power Point

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, & Registrations:

- Criminal background check required for hire.
- Valid Colorado driver's license required for hire.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

Work Environment: While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions and vehicle vibration.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

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