

Orleans Southwest Union Elementary School District

Job Title: Assistant Facilities Manager

Reports To: Facilities Manager

Position Status: 0.5FTE/260 days per year.

Date: 5/5/2021

FLSA Status: Exempt

Job Summary:

The assistant facilities manager will be responsible for maintaining optimal operations for the building and grounds of the school district. The successful candidate will oversee all aspects of the physical plant, including management of the facilities budget, building maintenance and cleaning, and building safety. The assistant facilities manager will assure that all local, state and federal regulations are followed.

Essential Functions:

- Provide training for new custodial staff within the school district.
- Schedule and supervise HES Campus custodial staff.
- Create schedules and task assignments for the custodial staff and, in collaboration with the facilities manager and the principals, supervise the quality of the work.
- Check accuracy on staff timesheets.
- In collaboration with the facilities manager, conduct yearly evaluations of custodial staff within the school district.
- Working with the facilities manager, update staff on the latest technologies and tools to clean and maintain the school buildings.
- Working with the finance director and facilities manager, assisting in developing and managing the facilities budget using the Supervisory Union supported financial software, including creating and coding requisitions, approving invoices, as well as monitoring the use of expenditures to ensure cost effectiveness.
- Develop monthly / annual maintenance plan through utilization of Supervisory Union supported facilities management software (Facilities Work Orders program in Google Sheets).
- Keep detailed inventory lists in all buildings, and make purchases as needed.
- Conduct daily inspections of the facilities to identify issues and proactively correct problems.
- Oversee building projects, renovations or refurbishments.
- Develop contract specifications for snow removal, mowing, landscaping, and any needed building repairs.
- In collaboration with the facility manager and the principals, develop and implement school safety processes and compliance, including administering training, running drills, and conducting safety audits. Partner with the principals to respond to emergencies.
- Handle after hours facilities emergencies.

- Ensure that all facilities meet government regulations and environmental, health, and safety standards.
- Assist the facilities manager in drafting reports and making recommendations as requested by the school and supervisory union administration.
- Provide and maintain an updated department's working knowledge of any current and ongoing information, certificates, registrations, licenses and other documents pertaining to all aspects of the facility.
- Collaborate with other facilities managers within OSSU to address issues around the Supervisory Union.

Qualifications:

- Minimum of 2 years of relevant experience, with school based experience preferred
- Strong computer skills, including the ability to quickly adapt to new computer programs and software
- Analytical and problem solving skills
- High tolerance for ambiguity, changing work priorities and deadlines, and a willingness to take on responsibilities and to prioritize work on multiple projects
- Excellent interpersonal communication skills
- Team player attitude and a strong customer service orientation
- Detail oriented, organized, and resourceful
- Proven skills in leadership and team building
- Thorough knowledge of custodial equipment
- Thorough knowledge of applicable Health and Safety standards, rules and regulations
- Skill in managing personnel and supervising custodial building and ground operations

Required Knowledge, Skills and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Language Skills. Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Mathematical Skills. Good basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect and analyze data, establish facts, and draw valid conclusions.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

- Tools/Technology Requirements. Computer skills in word processing, spreadsheet, and database programs preferred. Experience with Microsoft Office and Google (preferred).

Physical and Mental Demands: In general, a moderate degree of physical stamina is required to perform the essential functions of the job. The employee is regularly required to move around the office. Prolonged periods of sitting in front of a computer, reading, and keyboarding are often necessary. Stress can result from deadlines, conflicts, and other daily occurrences. The employee frequently reaches with hands and arms, with some bending and twisting to access file cabinets, office machinery and supplies.

Work Environment: Work is normally performed in a climate controlled office environment, with very limited exposure to extreme heat/cold, poor ventilation, fumes, and gases. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of job duties.

Disclaimer: *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. This is not an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

APPROVALS

Direct Supervisor:

Name

Signature

Date

Human Resources:

Name

Signature

Date

REVIEWS

Employee:

I have read and understand the responsibilities of my position as described in the preceding job description.

Name

Signature

Date