

**WINDHAM CENTRAL SUPERVISORY UNION  
JOB DESCRIPTION**

**JOB TITLE:** Facilities Manager  
**REPORTS TO:** Director of Operation or Designee, Principal  
**APPROVED BY:** Superintendent of Schools  
**UPDATED:** 5/2020  
**FLSA STATUS:** Exempt

**POSITION OBJECTIVES:** To supervise custodial and maintenance services for designated district buildings, to perform a wide range of skilled building repair and construction work on the school building and grounds and to assist with other general building and grounds maintenance work.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Plan, supervise and coordinate daily custodial and maintenance services for assigned building(s).
- Develop and implement a preventative maintenance schedule to maintain the schools mechanical systems to prevent costly downtime.
- Receive and complete work requests from building occupants for repairs or needed maintenance to the school building(s).
- Perform preventative maintenance on the school's HVAC systems, belts, lube, filters, coils and condensers.
- Perform electrical repairs and additions to the schools as needed, light ballasts, switches, circuits and motor replacements, if properly licensed.
- Maintain and repair the school building's plumbing and heating systems, including replacing worn or defective parts such as switches, fuses, pumps, water heaters and associated equipment.
- Repair kitchen equipment, coolers and walk in freezers as needed.
- Monitor playgrounds, completes regular safety audits and perform maintenance/repairs as necessary.
- Assign and supervise work crews and contractors for the maintenance and renovation of school buildings.
- Assure that all safety training occurs and documentation is in place for assigned staff.
- Create and maintain a written five year building and grounds maintenance plan.
- Assist with annual department budgeting and capital replacement planning.
- Develop relationships with vendors and procurement of department supplies.
- Ensure that all applicable work safety and security procedures are followed.
- Follow all state and federal regulations and safety codes.
- Assist with interviewing and recommendation for hiring new employees, keep written records for every employee, and recommend for termination employees as deemed necessary by the administration.
- On a seasonal as-needed basis, assist with general grounds maintenance tasks, including mowing, snow removal, and athletic field maintenance. Operate various types of equipment used in grounds work.
- Support students and staff during evacuation drills and emergencies. Participate as a member of the school safety team as requested.
- Plans conducts and oversees the daily operation of asbestos, lead, radon, and water quality management programs.
- Be available on call 24/7 to respond to emergency situations pertaining to the physical plant.
- Other duties as communicated by supervisor or designee.

**SUPERVISION RECEIVED:** Supervision received from the Principal and the Director of Operations. The Facilities Manager is evaluated by the Director of Operations.

**SUPERVISORY RESPONSIBILITIES:** Supervision of day and night custodial staff, maintenance technicians and grounds crew.

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

- Education and Experience.

- o High school education, plus 5 or more years of relevant work experience, preferably in an education setting.
- o Supervisory experience and strong administrative skills. Must be computer literate.
- o Previous experience with long term planning, preventative maintenance and supply procurement.
- o Knowledge of state and federal guidelines to include, but not limited to: water testing, lead, asbestos, radon, Tier II reporting, and permitting.
- o Knowledge of state and federal safety regulations, to include OSHA and VOSHA.
- o Broad base of knowledge and skills related to the building trades, including rough and finish carpentry, masonry and concrete foundation work, basic plumbing and wiring, water testing, and heavy equipment operation.
- o Strong technical knowledge and skills related to commercial/institutional custodial operations required.
- o Knowledge and skill related to routine housekeeping and maintenance work also required.
- o Knowledge of waxing and stripping floors, and using a scrubber, floor buffer, commercial vacuum and other floor machines preferred.
- **Language Skills.** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization, and with vendors.
- **Math Skills.** Basic mathematical skills including ability to perform operations using units of weight measurement, volume and distance. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- **Reasoning Ability/Mental Requirements.** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Communication & Interpersonal Skills.** Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty and staff, administrators, parents, and other school visitors. Ability to work cooperatively, collaboratively and effectively with peers, supervisors, and school administrators. Ability to effectively resolve conflicts.
- **Competencies.** The individual in this position must possess the following:
  - **Dependability** – being reliable, punctual, responsible and fulfilling obligations
  - **Self-Control** – maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
  - **Stress Tolerance** – accepting criticism and dealing calmly and effectively with high stress situations.
  - **Cooperation** – being pleasant with others on the job and displaying a good-natured, cooperative attitude.
  - **Concern for Others** – being sensitive to others’ needs and feelings and being understanding and helpful on the job.
  - **Attention to Detail** – being careful about detail and thorough in completing work tasks.
  - **Integrity** – being honest and ethical.
  - **Adaptability/Flexibility** – being open to change (positive or negative) and to considerable variety in the workplace.
  - **Independence** – guiding oneself with little or no supervision, and depending on oneself to get things done.
  - **Social Orientation** – preferring to work with others rather than alone, and being personally connected with others on the job.

**PHYSICAL EFFORT AND STRESS.** Employee must have the physical ability to perform the essential functions of the job as outlined above, in addition to the following (Frequency Codes described below):

| <u>Frequency</u> | <u>Cod</u> | <u>Description</u>  |
|------------------|------------|---|
| Sometimes        | <u>S</u>   | activity may exist sporadically, but not on a consistent basis.     |
| Occasionally     | <u>O</u>   | activity exists on a consistent basis for less than 1/3 of the time |
| Frequently       | <u>F</u>   | activity exists from 1/3 of the time up to 2/3 of the time          |
| Constantly       | <u>C</u>   | activity exists for 2/3 or more of the time                         |
| Not Applicable   | <u>N/A</u> | activity is not present in the position                             |

| <i>Activity</i>                    | <i>Frequency Code</i> | <i>Essential</i> | <i>Not Essential</i> |
|------------------------------------|-----------------------|------------------|----------------------|
| Sitting                            | O                     | X                |                      |
| Standing                           | C                     | X                |                      |
| Walking                            | C                     | X                |                      |
| Seeing                             | C                     | X                |                      |
| Hearing                            | F                     | X                |                      |
| Talking                            | F                     | X                |                      |
| Dexterity (Hands/Fingers)          | C                     | X                |                      |
| Tasting                            | N/A                   |                  | X                    |
| Smelling                           | S                     | X                |                      |
| Use of Computers and Equipment     | F                     | X                |                      |
| Lifting                            |                       |                  |                      |
| Up To 10 Lbs.                      | F                     | X                |                      |
| 10-25 Lbs.                         | F                     | X                |                      |
| 25-50 Lbs.                         | O                     | X                |                      |
| 50-100 Lbs.                        | S                     |                  | X                    |
| 100+ Lbs.                          | N/A                   |                  | X                    |
| Carrying                           |                       |                  |                      |
| Up To 10 Lbs.                      | F                     | X                |                      |
| 10-25 Lbs.                         | F                     | X                |                      |
| 25-50 Lbs.                         | O                     | X                |                      |
| 50-100 Lbs.                        | S                     |                  | X                    |
| 100+ Lbs.                          | N/A                   |                  | X                    |
| Bending/Stooping                   | F                     | X                |                      |
| Pushing/Pulling                    | F                     | X                |                      |
| Twisting                           | F                     | X                |                      |
| Climbing                           | F                     | X                |                      |
| Balancing                          | O                     | X                |                      |
| Crouching                          | F                     | X                |                      |
| Kneeling                           | F                     | X                |                      |
| Crawling                           | O                     |                  | X                    |
| Reaching (i.e., overhead)          | F                     | X                |                      |
| Handling                           | F                     | X                |                      |
| Driving                            | O                     | X                |                      |
| Repetitive Movements (Hands, Feet) | O                     | X                |                      |
| Managing Stress                    | O                     | X                |                      |
| Resolving Conflicts                | O                     | X                |                      |

**WORKING CONDITIONS/ENVIRONMENTAL FACTORS:** All conditions common to a construction site for residential housing including, but not limited to, the following (Frequency Codes described above):

| <i>Working Conditions/Environmental Factors</i> | <i>Frequency Code</i> |
|---|-----------------------|
| Exposure (dust, dirt)                           | C                     |
| Exposure (extreme heat – non-weather, flames)   | O                     |
| Exposure (extreme cold – non-weather)           | O                     |
| )   |                       |
| Exposure (fumes, odors)                         | F                     |

|   |   |
|---|---|
| Exposure (viruses, infectious diseases)   | O |
| Exposure (water)                          | F |
| Exposure (hazardous equipment)            | F |
| Exposure (chemicals, hazardous materials) | F |
| Uneven terrain                            | O |
| Outdoor weather conditions                | S |
| Vibration/noise                           | F |
| Heights                                   | O |

**Definitions - Physical Demands**

**Sitting:** remaining in a seated position

**Standing:** remaining on one's feet in an upright position at a work station without moving about

**Walking:** Moving about on foot

**Seeing:** Perceiving with the eye

**Hearing:** Perceiving or listening to sound by ear

**Talking:** Articulating, speaking or discussing using spoken words

**Dexterity:** Skill in the use of hands and fingers

**Lifting:** Raising or lowering an object from one level to another (includes upward pulling)

**Carrying:** Transporting an object, usually holding it in the hands or arms or on the shoulder

**Bending/Stooping:** Bending the body downward and forward by bending the spine at the waist. Occurs to a considerable degree and requires full use of the lower extremities and back muscles.

**Pushing:** Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)

**Pulling:** Exerting force upon an object so that the object moves toward the force (includes jerking).

**Twisting:** Rotating; moving to face in alternate direction.

**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands.

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

**Crouching:** Bending the body downward and forward by bending the legs and spine.

**Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

**Crawling:** Moving about on the hands and knees

**Reaching:** Extending the hands and arms in any direction

**Handling:** Seizing, holding, grasping, turning, or working with hands

.....  
*This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*