

Orleans Southwest Supervisory Union

Job Title: Facilities Director

Reports To: Director of
Finance/Superintendent

Position Status: Salary/Year-Round

Date: revised 3/4/2022

FLSA Status: Exempt

Job Summary:

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the supervisory union, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Essential Functions:

1. Lead, organize, manage, and supervise all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
2. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Director of Finance/Superintendent and principals of the buildings. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
3. Coordinate bulk ordering across the SU to ensure cost savings.
4. Recommend policies and regulations dealing with facilities.
5. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
6. Provide feedback to principals to assist with their supervision/evaluation of custodial staff.
7. Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries. Work cooperatively with community and state agencies, including the police, fire, emergency, and

health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

8. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements, including the annual Department of Education Checklist, submitting all reports in a timely fashion.

9. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend to the Director of Finance/Superintendent or principal any improvements needed.

10. Analyze all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.

11. Monitor and recommend systems and procedures to ensure the security of all facilities.

12. Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities in accordance with applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.

13. With the Director of Finance, develop and recommend the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.

14. Maintain current drawings and engineering records describing district facilities, equipment, and grounds.

15. Maintain the Fixed Assets Inventory, following the requirements of GAAP.

16. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.

17. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities.

18. Communicate regularly with the Director of Finance/Superintendent, principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.

19. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.

20. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.

21. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
22. Operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
24. Attend required meetings and serve, as appropriate, on staff committees.
25. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
26. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
27. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
28. Use computers and/or electronic equipment to fulfill job functions.
29. Adhere to federal statutes and regulations, Vermont school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Assistant Superintendent for Business, and not otherwise prohibited by law or regulation.

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, management 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, analyze, and interpret complex scientific, educational, and technical journals, financial reports, and legal documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write articles using original or innovative techniques or style. Ability to effectively present information to teachers, leadership, public groups, and school board members.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 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.
- Mechanical Skills. Advanced mechanical skills and knowledge of plumbing, HVAC and other building systems and proficiency with repair tools and techniques.
- Tools/Technology Requirements. Proficient computer skills in word processing, spreadsheet, and database programs required. 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: Mobility to work in typical office settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). Work is subject to performance under adverse environmental conditions and frequent travel.

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