

# Orleans Southwest Supervisory Union

**Job Title:** Facilities Manager

**Reports To:** Facilities Director and Building Principal

**Work Calendar:** Full-Time, 260 days per year or as posted

**Direct Reports:** Custodians

**Union Status:** Non-Union

**Date:** 02/20/2023

**FLSA Status:** Exempt

**Job Summary:** The Facilities Manager will be responsible for maintaining optimal operating results for the building and grounds of the school district. The successful candidate will, in conjunction with the facilities director, oversee all aspects of the physical plant, including management of the facilities budget, building maintenance and cleaning, and building safety. The Facilities Manager will assure that all local, state and federal regulations are followed.

**Essential Functions:** Other duties may be assigned supervisor(s).

- Develop long term maintenance and capital improvement plans, in cooperation with the facilities director.
- Manage the facilities budget using the Supervisory Union supported Financial Software, including creating requisitions and monitoring use of expenditures, ensuring cost effectiveness
- Create/update, and implement routine maintenance plans in conjunction with the supervisory union facilities director. Monitor and document adherence to maintenance plans per established procedures.
- Conduct daily inspections of the facilities to identify issues and proactively correct problems
- Serve as on-site contact for all contractors and vendors.
- Assist facilities director with oversight of building projects, renovations or refurbishments
- Create schedules and task assignments for the custodial staff and, in collaboration with the principal and facilities director, supervise the quality of the work
- Perform performance evaluations for all custodial staff per SU schedule
- Collaborate with the principal, facilities director, and others to develop and implement school safety processes and compliance, including administering training, running drills, and conducting safety audits. Partner with the principal and facilities director to respond to emergencies.
- Handle after hours facilities emergencies and notify facilities director
- Ensure that all facilities meet government regulations and environmental, health, and safety standards
- Draft reports and make 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 staff within OSSU to address issues around the supervisory union

**Qualifications:** This is not an exhaustive list. Other qualifications may be assigned.

- Associates degree or other training in the principles of facilities management
- 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.
- **Tools/Technology Requirements.** Proficient computer skills in word processing, spreadsheet, and database programs required. Experience with Microsoft Office and Google (preferred).

**Working Conditions:** Work is normally performed in both a climate controlled office environment as well as in and around buildings in different weather conditions. While performing the duties of this job, the employee is exposed to fumes or airborne particles

(including dirt and dust) with low to moderate frequency. The employee is occasionally exposed to toxic or caustic chemicals; and vibration. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; outside weather conditions; risk of electrical shock. The noise level in the work environment is usually moderate. Periods of sitting in front of a computer, reading, and keyboarding are often necessary. Stress can result from a need to meet deadlines and emergency situations.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to move around the building, go up and down stairs, to operate foot and hand controls, to use a telephone and to write. The employee frequently reaches with hands and arms, with some bending and twisting to; climb steps; stoop, kneel or crouch. The employee must frequently lift and/or move up to thirty (30) pounds and occasionally lift and/or move up to fifty (50) pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and objects, and providing oral information. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus..

**Definitions - Physical Demands**

<p><b>Sitting:</b> remaining in a seated position  <b>Standing:</b> remaining on one's feet in an upright position at a workstation without moving about  <b>Walking:</b> Moving about on foot  <b>Seeing:</b> Perceiving with the eye  <b>Hearing:</b> Perceiving or listening to sound by ear  <b>Talking:</b> Articulating, speaking or discussing using spoken words  <b>Dexterity:</b> Skill in the use of hands and fingers  <b>Lifting:</b> Raising or lowering an object from one level to another (includes upward pulling)  <b>Carrying:</b> Transporting an object, usually holding it in the hands or arms or on the shoulder  <b>Bending/Stooping:</b> 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.  <b>Crawling:</b> Moving about on the hands and knees or hands  <b>Reaching:</b> Extending the hands and arms in any direction</p>	<p><b>Pushing:</b> Exerting force upon an object so that the object moves away from the force (includes slapping, striking, and kicking)  <b>Pulling:</b> Exerting force upon an object so that the object moves toward the force (includes jerking)  <b>Twisting:</b> Rotating; moving to face in alternate direction  <b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes and the like, using the feet, legs, and/or arms and hands  <b>Balancing:</b> 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  <b>Crouching:</b> Bending the body downward and forward by bending the legs and spine  <b>Kneeling:</b> Bending the legs at the knees to come to rest on the knee or knees.  <b>Handling:</b> Seizing, holding, grasping, turning, or working with hands</p>
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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.

***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.*

**Confirmations:**

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

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Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Human Resources: This document was reviewed by HR and placed in the employee's personnel file.

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Name

\_\_\_\_\_

Signature

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Date