



Fort Cherry School District

Job Description

Title:	Director of Facilities
Overview:	Employee shall maintain the physical plant and property in a condition of operating excellence, cleanliness, and safety for execution of full educational use
Location:	Maintenance Office
Reports to:	Superintendent
Supervises:	Maintenance, Custodial and Cleaning Staff
Coordinates with:	All Administrative and Supervisory Personnel of the School District All Employees of the School District either directly or indirectly

Essential Duties:

1. Tour each building daily to evaluate custodial services and maintenance needs
2. Establish timelines, project priorities, and task completions Establish and administer the schedules, procedures, and assignments for the regular on-going custodial care of all school facilities and provide employee training as necessary
3. Supervision and documentation of employee performance
4. Maintain records for all cleaning, custodial, and maintenance work performed
5. Develop a trouble shooting plan to deal with emergency repair
6. Assist in developing a long range preventive maintenance plan
7. Maintain the direct responsibility for adequate building services (heating, water, electricity, gas, sewage, and the like)
8. Follow a standardized procedure for assessing and obtaining needed materials, supplies and equipment
9. Maintain an accurate and current inventory of all supplies and equipment

10. Create and compile requisitions for needed projects and submit to Business Office
11. Estimate the cost of repair projects in terms of labor, materials, overhead, and determine which projects should be awarded to outside contractors
12. Assist in preparation of summer maintenance and capital project timelines
13. Plan and execute all snow removal and care of school grounds during winter weather
14. Demonstrate ability to use electronic record keeping
15. Be on call to handle emergency alarms
16. Interview all applicants for positions and make recommendations for each employment position
17. Perform and assume any other duty assigned by the Superintendent or designee

Qualifications and Skills:

- Bachelor's degree preferred; Certification(s) in facility management or the like
- Experience in management and supervision of employees
- Experience in the coordination and management of capital projects
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

Terms of Employment:

Employment obligations will be defined in the employee agreement; such items as work year, workdays, salary, and benefits will be established in accordance with the provisions of the agreement

Evaluation:

Job performance will be evaluated at least annually in accordance with the provisions outlined in the employee's agreement