

Job Description

**BOARD OF EDUCATION
DENVERVILLE**

TITLE: FACILITIES MANAGER

QUALIFICATIONS:

1. Educational Facilities Manager Certificate and Fireman's Black Seal License and Asbestos Operations and Maintenance Certification, AHERA Inspector Certification, and AHERA Management Planning Certification
2. Minimum experience as determined by the Board
3. Ability to supervise and coordinate the activities of department staff
4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

SUPERVISES: All custodial, maintenance and grounds keeping staff.

JOB GOAL: To provide students and staff with a physical environment that is healthy, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds and maintains preventative maintenance logs and other records as required.
2. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Assumes responsibility for the implementation of the district's School Integrated Pest

Management Policy as required by statute. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.

6. Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and grounds keeping staff. Completes evaluations of maintenance staff annually as required by the Board of Education Policy and Administrative Code.
7. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.
8. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
9. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
10. Establishes and supervises summer cleaning programs and schedules.
11. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
12. Keeps abreast of new work methods, procedures and equipment.
13. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
14. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
15. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
16. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the School Business Administrator.
17. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools, and machinery.
18. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.

20. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
21. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.
22. Confers with school principals, landscape architects, contractors and other parties in making plans for landscaping, planning and maintenance of various school grounds.
23. Maintains all records that are required by Board policy, statute or administrative code.
24. Monitors the time records of all custodians in the school and certifies them for salary payment in consultation with the Building Principal.
25. Interprets and enforces Board policies regarding school maintenance, safety and security procedures.
26. Directs snow removal responsibilities; provides recommendations to Superintendent on delayed openings and closings.
27. Assumes responsibility for AHERA TSCA II compliance including asbestos inspection, management, operations and maintenance, surveillance, and record keeping.
28. Utilizes the computerized work order system for all district maintenance work.
29. Works in cooperation with local public works departments to ensure two way communication and sharing.
30. Works with the administration and district architect on long range facility planning.
31. Works to ensure the safety and security of all district facilities.
32. Performs related duties as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with State law, Administrative Code and the provisions of the Board's policy on evaluation of central management staff.

APPROVED: February 22, 2016