

USD 261 EDUCATIONAL SUPPORT STAFF

POSITION DESCRIPTION

POSITION TITLE: Director of Facilities

SUPERVISOR: Executive Director of Operations

PAYMENT RATE: Annual salary to be determined by the Board of Education

QUALIFICATIONS:

1. High School diploma with training in maintenance, custodial services and leadership
2. Demonstrated maintenance and custodial skills and leadership experience
3. Skills and knowledge of applicable computer programs
4. Knowledge of safety standards, laws, codes, rules, regulations, policies and procedures related to building maintenance and custodial services
5. Ability to read blueprints
6. Must have valid Kansas driver's license
7. Position requires 24 hour on call status
8. Must maintain current TB testing as required by Health Department regulations (after employment offer is made)

ESSENTIAL FUNCTIONS:

1. Develop and maintain a system to prioritize maintenance and custodial jobs; utilize staff; and account for time and materials in job completion to ensure an effective and efficient work environment
2. Make frequent inspections of facilities to assure that maintenance and custodial work is being completed at a satisfactory level and that equipment is functioning properly
3. Review, advise, recommend and follow up on contracted equipment repair service for the purpose of maintaining equipment properly
4. Insure proper documentation and safeguards for all materials and equipment issued and used for the purpose of accountability within maintenance and custodial services.
5. Develop and implement systems for dealing efficiently and effectively with emergency situations to ensure that all safety measures are taken
6. Maintain accurate inventory of equipment for the purpose of accountability for the district's assets

7. Evaluate and recommend the selection, placement, promotion and dismissal of all custodial and maintenance personnel to the Executive Director of Operations to promote excellence within maintenance and custodial services
8. Review and approve maintenance and custodial employee time records as well as evaluate the need, approve and certify overtime for the purpose of accountability of work being done within the district
9. Conduct training and safety workshops for maintenance and custodial personnel in order to ensure best practices as well as compliance with all district, local, state and federal regulations
10. Continue to be informed of the latest trends, development and products of custodial supplies, services, maintenance repairs, energy conservation and environmental control to provide an efficient and effective work environment
11. Investigate and prepare accident reports that are submitted to the Executive Director of Operations to ensure that accidents are processed in a timely manner
12. Coordinate the installation and maintenance of alarm systems to ensure that they comply with local and state regulations
13. Serve as the district's field representative for construction projects to provide proper communication between contractors and the school district
14. Review and recommend capital outlay projects to provide guidance for the proper repair and replacement of district facilities and equipment
15. Coordinate custodial services with the Head Custodians, Principals and Executive Director of Operations to ensure that the safety and cleanliness needs of the district facilities are met
16. Be knowledgeable of safety standards, laws, codes, rules, regulations, policies and procedures for maintenance and custodial work to ensure compliance with state and local regulations
17. Assist the Executive Director of Operations regarding communications with local and state emergency responders to ensure safety and compliance with local and state regulations
18. Maintain a high level of confidentiality regarding student and staff information to be in compliance with legal requirements and to maintain a professional work environment
19. Be available for emergency calls at all hours of the day and night, weekends and holidays
20. Supervise weekend and holiday security for the district
21. Perform other duties as assigned for the purpose of ensuring the safe, secure, efficient and effective functioning of the school district

**PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:**

Must have the physical dexterity and emotional ability to perform required work in a fast paced, intense work environment. Work will be done in both indoors and outdoors environments and during all weather seasons.

**TERMS OF EMPLOYMENT:**

At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policies

APPROVED: