



CONCHO SCHOOL DISTRICT #6

JOB DESCRIPTION

Job Title: **FACILITIES MANAGER**

FLSA: Exempt

TITLE: Facilities Manager

QUALIFICATIONS:

- Strong background in preventative maintenance
- High school diploma or GED
- Valid driver's license
- IVP fingerprint clearance check
- Proficient in Microsoft Office products, especially Excel and Word
- Proficient in the use of the Internet
- Strong organizational skills
- Strong oral and written communication skills
- Strong leadership/managerial skills

REPORTS TO: Administrator

GENERAL FUNCTION:

The Facilities Manager shall be responsible to direct and coordinate District Activities related to the maintenance and construction of facilities; procurement of materials, supplies, equipment, and services; and maintains liaison with city, county, and state officials in areas related to job assignment. It is expected that the Facilities Manager will possess the leadership traits that manifest themselves into organizational initiatives that will support continued safe and sustainable operation of the school district, including pride in its appearance. More specifically, the Facilities Manager will carry out these duties with pride, a sense of humor and an ability to work well with staff, students and parents.

- Acts as liaison to the Arizona School Facilities Board, responsible for the implementation of the Preventative Maintenance Program and preparation of all reports to the AzSFB
- Acts as District representative to the Arizona School Risk Retention Trust, manages underwriting, claims, loss prevention and other programs for the District.
- Possess the ability to handle multiple projects and informed decisions.
- Responsible for a large variety of facility maintenance duties throughout the school including overseeing security procedures to assure a reasonable level of high security in occupied buildings.
- Work with staff to assure safe and easy off-hours accessibility into the school.
- Application of many technical guidelines and skills.
- Exercises discretionary judgment and analysis in most situations.
- Supervising and evaluating a number of skilled, semi-skilled and unskilled employees.
- Supervises activities of personnel engaged in maintaining and repairing the utility and physical structures of district facilities and in keeping the grounds clean and orderly.

PERFORMANCE RESPONSIBILITIES:

- Assigns, supervises and assists personnel engaged in maintaining and repairing building utility systems, such as electric wiring and control, heating, ventilating, and plumbing.
- Receives, authorizes, prioritizes and delegates work requests.
- Identifies and expedites emergency repairs of facilities.
- Inspects the condition of school buildings to determine needed repairs and maintenance.
- Coordinates with IT to maintain and repair the District's special systems; security, fire detection, phone, intercom, etc.
- Coordinate and execute appropriate emergency drills (i.e.: fire, evacuation, bus) as mandated, throughout the year.
- Monitors the departmental budget.
- Provides input information for the budgetary process related to facilities operations.
- Determines need, selects and purchases supplies, materials, equipment, and services needed for the safe, efficient operation of District facilities.
- Prepare bid specifications as appropriate for individual projects/purchases.
- Meets with vendors, contractors and sales agents to place orders and discuss new product information relevant to efficient facilities operations.

- Responsible for scheduling of all school facilities and property used by the public under Arizona Risk Retention Trust and Governing Board Policy Facility Use Agreements.
- Insures departmental employees are provided needed training.
- Annual evaluation of facilities employees.
- Recommendation as to the hiring, firing, advancement, promotion or any other change in status of employees under his/her supervision.
- Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance and operations.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues including Asbestos Hazard Response ACT (AHERA)
- Establishes and maintains an effective communication and working relationship with contractors, vendors, school administration, district departments, and regulatory agencies.
- Oversees the operation of security procedures for staff and public during normal school and off hours of operation. Provides acceptable levels of security appropriate to building / grounds use.
- Supervises and inspects the work of outside contractors for adherence to plans and specifications.
- Evaluates project ideas and/or blueprints and cost estimates to make implementation decisions.
- Participates in professional development activities to stay up to date on current policies, procedures, and equipment needs for facilities.
- Performs other duties relevant to job functions as assigned by the Administrator.

REQUIRED KNOWLEDGE AND SKILLS:

- Thorough knowledge of acceptable maintenance and repair in all phases of building maintenance.
- Considerable knowledge of materials, methods and equipment used in maintenance of school plants and buildings.
- Working knowledge of HVAC, electrical, plumbing and other related codes and regulations as required by law and pertaining to schools.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical equipment.
- Skill in preparing budgets and knowledge of District budgetary/accounting policies and procedures.
- Knowledge of discipline practices and procedures.
- Knowledge of preventive maintenance procedures, scheduling and follow-up.
- Skill in interpersonal relations, assigning and evaluating the work of others, supervising personnel with technical professions, disciplining employees, coordinating and scheduling the activities of diverse technical personnel, ability to screen and select desirable new employees.
- Skill in reading and communicating the meaning of blueprints, wiring diagrams, engineering specifications, etc.
- Ability to plan the work of others.
- Ability to communicate with professional technical personnel such as architects and engineers.
- Ability to provide assistance to District administrative staff in matters pertaining to facilities.

PHYSICAL REQUIREMENTS:

Strength: Heavy Work – Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Frequent bending, squatting, standing, reaching, lifting, sitting, walking, stooping, kneeling, and lifting. Some tasks require oral communications ability. Some tasks require visual perception. Requires extended periods of typing or writing and viewing a computer screen.

ENVIRONMENTAL REQUIREMENTS:

Typically works both indoors and outdoors which may be in conditions of noise, dirt and dust, odors and fumes and exposed to extreme cold or heat. May be required to wear rain gear, eye, ear and face protection, respirators and back support. All District buildings/grounds are tobacco free.

TERMS OF EMPLOYMENT: 12 months

Employee benefits in accordance with district policies.

EVALUATION: Performance of this position will be evaluated in accordance with the Governing Board's policy on evaluation of personnel.

CLASSIFICATION: Classified Staff

Revised: January 2023



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I have received a copy of my job description. I fully understand the responsibilities required to successfully perform the duties of this position.

Employee Name printed: _____ Date: _____

Employee Signature: _____ Date: _____