

Douglas Public Schools

Job Description

The **Facilities Manager** oversees all district buildings, grounds, and installations, and the activities of related staff on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Exempt (Professional)*.

REPORTING STRUCTURE:

The Facilities Manager reports to the Business & Operations Manager, and directs the work of all district custodial, grounds, and maintenance staff. The Facilities Manager evaluates Custodians and other facilities staff with input from building principals.

QUALIFICATIONS:

1. Bachelor's degree, from an accredited college or university, in civil engineering, construction management, or other related field highly preferred;
2. Minimum of five years supervisory experience, Seven-ten years of facility management experience in either business, industry, government or educational facility; Experience with MSBA building procedures desired;
3. Knowledge of spreadsheet, word processing, facilities use, work order, maintenance and performance management software, as necessary for the efficient operation of custodial and maintenance services;
4. Licenses necessary for the proper oversight of the operation, such as OSHA 10 construction safety certificate, Pesticide Applicator License, Hoisting License (Category 1C2A or similar), EPA certificate for environmental management in areas of air & water quality, integrated pest management, asbestos, radon, and/or others, is desirable;
5. Knowledge of OSHA guidelines and requirements;
6. Knowledge of Chapter 30, Chapter 149, and other applicable procurement and prevailing wage laws;
7. Such alternatives to the above qualifications as the Business & Operations Manager and/or the Superintendent may find appropriate and in conformity with state and federal law.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Inspect all district buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained. Coordinate custodial and maintenance work assignments, work schedules, and vacation schedules, and assignment of overtime including community use and emergency response. Consults and communicates with the building principals on assignments and facility needs. Assist in recruitment, assignment, evaluation, transfer, promotion/demotion, or dismissal of all district custodial and maintenance staff;
2. Supervise, create and maintain performance standards for all custodians and maintenance workers and provide status reports as required to the Business & Operations Manager;
3. Conduct a continuing program for staff orientation, training and development, including health and safety. Provide input in collective bargaining;
4. Create and oversee implementation of a comprehensive maintenance schedule for all district facilities;
5. Oversee purchasing function of all custodial/maintenance services, supplies, and equipment in accordance with state procurement laws. Maintain a coordinated inventory control program and work order system.
6. Apply working knowledge of various building systems including, but not limited to HVAC, ATC controls, electrical, plumbing, fire sprinklers, kitchen equipment, fire & intrusion alarms, intercom, telephone, data, irrigation, and vehicles & equipment sufficient to trouble-shoot such systems and equipment, and oversee maintenance operations of same;
7. Apply working knowledge of landscaping and sports turf management sufficient to oversee grounds and athletic field care & maintenance;
8. Assist the Business & Operations Manager in on-site construction oversight, preparation of capital budgets, solicitation and administration of service contracts and other duties, as well as oversight and supervision of community use of district facilities. Prepares annual budgets for custodial and maintenance services;
9. Other duties as assigned by the Business & Operations Manager or Superintendent..

PHYSICAL WORKING CONDITIONS:

This work is performed both indoors, and outside in inclement weather. Work involves potential exposure to air contaminants, confining work spaces, dirt, electrical and plumbing hazards, temperature extremes, noise, toxic materials and vibrations. Lifting, pushing and pulling equipment weighing up to 100 pounds, and occasionally heavier; Manual dexterity to operate maintenance equipment and manipulate objects; Walking, standing, stooping, kneeling, bending, reaching, and climbing stairs; Speech and hearing to give and receive instructions and information. The work requires frequent in-district travel among the district's schools and office buildings.

May 4, 2022