



Position Title: **Maintenance and Facilities Manager**

Department: Maintenance

Reports To: Superintendent

SUMMARY: Responsible for daily operations and planning for the facilities department; coordinating, directing, supervising, and evaluating a district-wide facilities and grounds maintenance program and related activities. Provides direction/supervision to the department supervisor. Provides indirect supervision, or in some cases direct supervision, to facilities staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Other duties may be assigned.

1. Plans, directs and supervises activities and operations of the facilities and maintenance department. Manages and oversees assigned areas for the purpose of ensuring all facilities are appropriately maintained in accordance with accepted and established building codes and standards
2. Oversees direction to grounds, custodial and maintenance staff ensuring delivery of a full range of facilities maintenance and repair and supportive work functions; monitors the department activities in compliance with district objectives and quality control standards
3. Supervises department and assigned personnel for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives and ensuring the provisions of excellent customer service. Oversees employee supervision by working with department supervisor and other key staff to select/hire, ensure training, motivate, evaluate and discipline department employees as necessary
4. Develops and administers department budget for the purpose of meeting department objectives in compliance with district financial guidelines
5. Establishes and recommends priorities on repair projects in collaboration with department supervisor and building administrators. Plans and oversees all department maintenance and repair functions, including emergency repairs
6. Attends facilitates meetings for the purpose of receiving and/or conveying information required to perform job functions. Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments and providing information about work in progress
7. Oversees emergencies for the purpose of addressing immediate safety and health concerns. Effectively assists the Ontario Police Department and/or school district officials in evaluation of school damage and expeditiously effects temporary repairs when needed
8. Works independently to complete tasks with minimal direction from the superintendent and exercises discretion for the best interest of the district

9. Oversees written materials (e.g. work schedules, work orders, solicitations, supporting materials, etc.) for the purpose of documenting and communicating activities as required
10. Coordinates other areas as assigned by the superintendent including, but not limited to, real property management (e.g. easements, ROW acquisition, building leases, property disposition/acquisition, zone changes, etc.) and coordination with outside user groups (City Rec, youth sports, etc.)
11. Oversees all facilities management functions
12. Oversees the coordination of vacation schedules for custodial/grounds/maintenance employees
13. Oversees the preparation of annual budget for the operation of the district's facilities and grounds program
14. Available to respond to alarms or other unforeseen circumstances during off school hours
15. Oversees procurement process for projects
16. Oversees monthly safety committee meetings
17. Attends monthly board meetings as directed
18. Corresponds with district staff and stakeholders via email
19. May be asked to translate, if applicable
20. Maintain regular on-time attendance

SUPERVISORY RESPONSIBILITIES: Assists with managing employees in the maintenance/grounds/custodian/warehouse departments. Carries out supervisory responsibilities in accordance with the district's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and practices of all types of building repair and maintenance, construction, and ground maintenance
- Principles and practices of preventative maintenance and custodial services
- Public Contracting Code, Model Contract Rules, procurement procedures and contract administration
- Federal, State, and local laws, codes and regulations including safety principles and practices, and dangers/precautions associated with hazardous materials
- Use of personal computer systems including Word processing, email correspondence and spreadsheet applications

- Use of computer systems for capital improvement and facility maintenance, management of human capital, materials, projects, work orders and related matters
- Human and group behavior as applied to staff supervision, training, team development, performance evaluation and disciplinary processes
- Employment practices, laws, regulations, and equal opportunity/affirmative action guidelines
- Communicate clearly and concisely, both orally and in writing
- Organize and balance multiple projects simultaneously

EDUCATION AND/OR EXPERIENCE: High School Diploma or equivalent required; Bachelor degree in engineering, architectural and/or construction management is highly desirable. Advanced knowledge in Steam Engineering preferred. Minimum of five years of successful experience in building, grounds, and maintenance upkeep with at least three years shall have been in a supervisory capacity. Applicants may be considered who have comparable, but not identical, professional experience in public school maintenance or closely related field.

CERTIFICATES, LICENSES, REGISTRATION: Current or ability to obtain the following licenses or certifications within 1 year of hire: lead abatement card; pesticide applicator's license; asbestos management certificate with LME card preferred. Valid driver's license.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, blueprints and plans.

WRITING SKILLS: Ability to write routine reports and correspondence. Ability to speak and present to effectively before vendors, administration and staff.

MATHEMATICAL SKILLS: Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to walk and stand; occasionally sit; occasionally and essential to the position lift between 50 and 75 pounds; specific vision abilities required by this job include close vision; depth perception; and the ability communicate through speech. The employee will be able to hear conversation in quiet environments as well as noisy environments.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works inside as well as outside. The employee has regular exposure to the environment such as variance in outdoor temperature; allergens, infections, silica, cement or concrete. The employee must be able to meet deadlines with severe time constraints. The employee works irregular work hours. While performing the duties of this job, the employee occasionally works in temperatures above 100° and below 32° and occasionally will walk on slippery surfaces. The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety and well-being of others. The noise level in the work environment is frequently loud to where you have to raise your voice to be heard.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

I have read and understand this job description.

Signature

Date