



Job Description – Director of Facilities and Systems

Department: Maintenance/Custodial

Job Status: Full time

FLSA Status: Exempt

Reports To: Superintendent

Amount of Travel Required: Some travel required

Pay Grade: 5

Positions Supervised: Assigned Staff

Work Days: 225

POSITION SUMMARY

The Director of Facilities and System is responsible for the day to day operations of the Districts' Facilities and Systems to included, maintenance and custodial, grounds, safety and security, and network and technology systems. Supervise and train department personnel, as well as, assigning duties, hiring vendors, scheduling work orders, throughout the District. Monitor network to ensure network availability to all system users and perform necessary maintenance to support network.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

- Direct and inspect facilities for regulatory compliance.
- Assess and monitor facility repairs to ensure cost effectiveness; establishes criteria for repair versus replacement of facilities and equipment
- Creates, implements, and maintains department repair and capital improvement budgets; ensures compliance with budgetary constraints; and forecasts and plans facility improvements
- Plans, develop, and prioritize projects and weekly work plans

- Plan work/staff schedules; evaluates and monitors projects ensuring satisfactory completion
- Establish, implement, and update facility/security related policies and procedures; complies with federal, state and local laws and regulations;
- Ensure compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc.
- Monitor campus emergencies, including equipment breakdowns, malfunctions, and alarm calls.
- Responsible for the maintenance and operation of the campus fire alarm systems and fire protection systems.
- Annually update and submit for board and TEA approval the Districts' technology plan
- ERATE: Annually support and complete the process to request competitive bids for affordable telecommunication and information
- Request/Review bids; submit application to Universal Service Administrative Services (USAC) for approval/reimbursement of approved discounts
- Maintain ERATE binders for five years of the applicable forms and documents necessary for services and CIPA compliance.
- Stay abreast of CTE requirements.
- Ensure/verify that the network administrator properly monitors and maintains logs of the networks performance, include system hardware, software, applications, security, backups and storage.
- Post bids for Request for Proposals/Quotes:
- Maintains inventory of all equipment at each facility to include name, make model, warranty.
- Ensure that required website postings for charter schools are timely and accurately posted and updated.
- Other duties as assigned.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Communicates and promotes high expectations for staff and employee performance in a supportive way and provides proper recognition of excellence and achievement
- Defines job performance expectations of staff, evaluates job performance, conducts conferences, and improvement plans to ensure the best operation of the Department
- Monitors the use, maintenance, and replacement of capital equipment
- Prepares and submits all reports required by the District Board of Trustees and the Texas Education Agency
- Participates in relevant professional growth experiences that expand knowledge of operating the department
- Maintains records on employees which track needs and initiates activities that address such needs
- Demonstrates awareness of school/community needs, and initiates activities that address such needs
- Performs other duties as assigned
- Experience in training and management or supervision.
- Technology proficient
- Proven skills in leadership, management and team building
- Excellent written and verbal communication skills
- Thorough knowledge of custodial equipment
- Thorough knowledge of applicable Health & Safety standards, rules and regulations
- Skill in managing personnel and supervising custodial building and ground operations
- Skill in effectively planning and organizing custodial activities
- Skill in cleaning methods and procedures, sanitation, safety, security and lawn and building maintenance
- Proficient in English (written and verbal skills)
- Ability to promote efficiency, morale, and teamwork and interaction with fellow staff members

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Minimum Bachelor's Degree
- 2 Year College/Technical Certification–Desired
- 3-5 Years' Experience as Facilities Supervisor/Manager
- Basic Computer Skills, Microsoft Outlook, Word, and Excel
- Experience in public education preferred

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-30 pounds), sit, stand, walk, climb stairs, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

OTHER REQUIREMENTS

Must have satisfactory outcome of background and fingerprinting check, and drug screening prior to starting employment.

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and assign tasks for the employee to perform, as the District may deem appropriate.