



Job Title: Executive Director Facilities & Maintenance **Exemption Status/Test:** Exempt/Administrative
Reports to: Chief Financial Officer **Date Revised:** January 13, 2020
Dept. /School: Facilities & Maintenance

Primary Purpose:

Oversee and manage the day to day operation of School Facilities Department including maintenance, custodial, security, and long-term construction and renovation projects.

Qualifications:

Education/Certification:

Bachelor's Degree in Architecture, Engineering, Construction Management or similar; or High School diploma/GED with 15 years' management and supervisory experience in Facilities and Maintenance.

Experience:

Minimum of five (5) years' experience in maintaining facilities for an educational organization
Leadership, direction and coordination of departments relating to facilities, maintenance, custodial, and long-term construction and renovation projects preferred.

Special Knowledge/Skills:

Advanced knowledge of basic principles of construction, school plant maintenance and custodial operations
Knowledge of Texas laws as they relate to construction projects and the proper bidding of projects
Ability to manage budget and personnel
Ability to interpret policy, procedures, and data
Ability to read blueprints and schematics
Strong skills in organization, communication, and interpersonal skills

Major Responsibilities and Duties

Facilities and Maintenance

1. Prepare, or assist in the preparation of, long term master facilities plan to include maintenance of existing building, direct the district's programs to improve the physical environment within all facilities.
2. Work with selected district architects on construction plans related to routine maintenance of renovations to existing facilities or new facilities; work with selected project managers on major renovations or new construction.
3. Assist in construction project review between architects and district personnel during concept and design development, assist in project assignment review between district staff and/or outside vendors.
4. Monitor progress of construction projects.
5. Monitor implementation of the maintenance management system.

6. Ensure that efforts are supportive of the instructional goals and objectives of the district; works with Chief Financial Officer and other Chief positions in implementing missions and perpetuating the vision of the future.
7. Ensure that design criteria and architect/engineer directions for district projects include input from the instructional and administrative staff.
8. Ensure that new facility and renovation designs foster and support a safe, functional, comfortable and aesthetically pleasing learning environment.

Policy, Reports, and Law

9. Support and follow local, state, and federal laws and policies.
10. Implement the policies established by federal and state law, State Board of Education rules, and the local board policy in the area of facilities and maintenance.
11. Compile, maintain and file all reports, records and other documents as required.
12. Contribute to the recommendation of sound policies toward program improvement.

Budget

13. Compile budgets and cost estimates based upon documented program needs.
14. Coordinate the development of cost analysis for construction project requests.
15. Conduct analysis of past bond program achievements and shortfalls.
16. Analyze and make recommendations on the validity of construction payment schedules.
17. Administer the district's utility budgets.
18. Develop the district's future bond programs.
19. Develop new and refines existing design development criteria.
20. Coordinate the capital improvement plan for roofs, carpet and other cyclic-type items.

Personnel Management

21. Provide leadership and supervision to all maintenance and facilities staff to include professional and paraprofessional employees.
22. Demonstrate an openness with staff which encourages positive staff interaction and promotes team building.
23. Resolve conflicts effectively and works in harmony with others.
24. Evaluate job performance of employees to ensure effectiveness and efficiency of operations.

Professional Growth and Development

25. Improve personal performance and leadership skills through staff development opportunities and attendance at professional development short courses and conferences.
26. Performs duties in a professional, ethical, and responsible manner as defined in the TEA Code of Ethics for educators.
27. Maintains physical and mental fitness necessary to appropriately achieve the requirements of this position.

Community Relations

28. Participate in community activities, to the extent feasible and appropriate, which foster rapport and mutual respect between the district and community.
29. Engenders community support for school programs; articulates facility requirements to the public both formally and informally.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, and support staff assigned to facilities and maintenance department.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment; personal computers and peripherals; telephone, cellular phone, copier/fax machine; calculator; school vehicle; radio communication equipment; safety equipment

Posture: Ability to stand and sit for prolonged periods of time; ability to climb a ladder; ability to kneel or crawl

Motion: Prolonged sitting and walking; twisting, reaching, pushing/pulling; overhead reaching

Lifting: Lifting up to 15 pounds on a sporadic basis

Environment: Exposure to temperature extremes (hot or cold); exposure to humidity extremes; exposure to noise; exposure to low or intense illumination; exposure to vibration; exposure to biological hazards; exposure to chemical hazards; exposure to electrical hazards; work outside; prolonged exposure to sunlight; work on slippery or uneven surfaces; work alone; work prolonged or irregular hours

Mental Demands: Maintain emotional control under stress; work with frequent interruptions; climbing stairs; driving school vehicles; ability to exercise reasoning and problem-solving skills while under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.