

WALTON COUNTY SCHOOL DISTRICT

POSITION DESCRIPTION

DIRECTOR OF FACILITIES AND MAINTENANCE

QUALIFICATIONS:

1. Bachelor's degree from an accredited educational institution.
2. Five (5) years' experience in related area.
3. Satisfactory criminal background check and drug screening.

REPORTS TO: Superintendent

SUPERVISES: Assigned Personnel

POSITION GOALS

To provide a safe, clean, well maintained environment to support the teaching/learning process.

Knowledge, Skills, and Abilities:

- Ability to plan, manage, and supervise. Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Ability to read and interpret architectural drawings and specifications. Knowledge of all construction trades. Ability to communicate orally and in writing. Leadership and management skills. Ability to manage departmental budget and finances.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Coordinate the district's maintenance program and facilities development.
2. Assist in the inspection of school buildings on a regular basis to determine needed maintenance and repairs.
3. Develop a long-range preventative maintenance program and prepare short-range schedules for programmed work.
4. Develop a system of priorities for non-programmed maintenance work with types of work identified for each priority.
5. Review requests for maintenance and repair work and establish priority assignments and scheduling of work.
6. Supervise the estimating of cost for maintenance and repair projects in terms of labor, materials and overhead.

7. Determine specifications for needed service tools, equipment, materials and supplies and prepare requisitions in accordance with purchasing policies.
8. Maintain accurate inventory of all tools, parts and materials stored at district maintenance shop.
9. Assign and direct craftsmen in carrying out their assigned duties.
10. Direct the inspection of all maintenance and repair work.
11. Assist in the screening and recommending of outside contractors to perform certain maintenance and repair services.
12. Assist in the supervision and inspection of improvement and renovation work performed by outside contractors.
13. Assist in the supervision and inspection of capital outlay projects not requiring an architect.
14. Manages the function of facility planning and capital outlay projects. Develops education and American Disabilities Act (ADA) specifications for building projects. Works with the architect during preliminary drawing development to insure compliance with established educational specifications.
15. Assist in the preparation of the Florida Inventory of School Houses (FISH) Report.

Inter/Intra-Agency Communication and Delivery

16. Interact with outside agencies, businesses and the community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
17. Respond to inquiries and concerns in a timely manner.
18. Keep supervisor informed of potential problems or unusual events.
19. Serve on district, state or community councils or committees as assigned or appropriate.
20. Provide oversight and direction for cooperative planning with other agencies.
21. Assist in the interpretation of programs, philosophy and policies of the district.

Professional Growth and Improvements

22. Maintain a network of peer contacts through professional organizations.
23. Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
24. Maintain expertise in assigned areas to fulfill project goals and objectives.
25. Assist in the development, implementation and evaluation of staff development activities in assigned areas.
26. Participate in training programs and courses to increase the level of department services.

Systemic Functions

27. Represent the district in a positive and professional manner.
28. Assist in the preparation of the annual department budget and monitor its implementation as required.
29. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
30. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
31. Develop annual goals and objectives consistent with and in support of district goals and priorities.
32. Conduct periodic studies for the purpose of improving the delivery of department services.

33. Assist in the development of administrative guidelines, policies and procedures for department services.
34. Serves on the Administrative Team at the Superintendent's request.
35. Adhere, at all time, to the Code of Ethics and Principals of Professional Conduct.
36. Participate in the district wide emergency management team.

Leadership and Strategic Orientation

37. Provide leadership and direction for assigned areas of responsibility.
38. Provide leadership and guidance in the development of annual goals and objectives for assigned department or program.
39. Assist in implementing the district's goals and strategic commitment.
40. Exercise proactive leadership in promoting the vision and mission of the district.
41. Set high standards and expectations and promote professional growth for self and others.
42. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services, and evaluation of services provided.
43. Collaborate with supervisor, other departments and agencies, and contribute to the planning and operation of the district.
44. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
45. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
46. Perform other tasks consistent with the goals and objectives of the school district.

PHYSICAL REQUIREMENTS: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT: Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

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