

Browning Public Schools  
**Board Agenda Request**  
Meeting To Be Held: June 13, 2017



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**Recognition:**   ☐ Students                      ☐ Staff                      ☐ Parents  
**Information:**   ☐ Building Report                      ☐ Old Business                      ☐ Superintendent's Report  
**Action:**   ☐ Resignation                      ☐ Hiring                      ☐ Contract Service Agreements  
                    ☐ Travel Out-of-State                      ☐ Travel In State                      ☒ Approvals  
                    ☐ Termination                      ☐ Legal Matters                      ☐ Other:  
                    This action request pertains to ☐ Elementary (only)                      ☒ High School/District Wide

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**Date:**      June 2, 2017

**To:**      **Board of Trustees**  
                    Browning Public Schools

**From:**      John P. Rouse  
**Title:**      Superintendent

**Subject:** **Approval to Create Position of Director of Maintenance, Custodial, and Facilities Services**

**Description:** The administration would like the board to reconsider adding a Director of Maintenance, Custodial, and Facilities Services position. Since Mr. Sanchez will not be serving as the maintenance supervisor for the school district after June 30, 2017 and since Malcolm has retired, the administration recommends that the maintenance, facilities/security, and the custodial responsibilities be consolidated under one director position. The current custodial/security supervisor will remain in place.

**Financial Impact:** Salary Range \$55,000 - \$65,000

**Attachment(s):** Job description

**Superintendent Action:**   ☐ Approved   ☐ Denied   ☐ Deferred      Initial & date: \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**Board Action:**   ☐ N/A (Info)   ☐ Approved   ☐ Denied   ☐ Tabled to: \_\_\_\_\_



**Browning Public Schools**  
**JOB DESCRIPTION**  
Effective: June 13, 2017



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## **Director of Maintenance, Custodial, and Facilities**

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### **Summary of Functions**

Administers, manages, and supervises all aspects of (a) maintenance of all district facilities and the supervision of all maintenance staff members, (b) custodial staff in providing cleaning and minor maintenance services for all district property (hereinafter "custodial"), (c) construction improvements, renovations, and major repairs of all district buildings and premises (hereinafter "district property") in accordance with accepted construction practices and procedures and in compliance with federal and state standards including building codes (hereinafter "construction"), (d) the lease and use of district property for leased housing or occupancy and non-district events and activities (hereinafter "facilities"), and (e) security for all district property.

Coordinates all activities of the department with the Maintenance Foreman including the storage and requisition of the department's inventory from the Maintenance storage facility. Also coordinates such activities with all other departments and the Superintendent as necessary.

### **Essential Duties and Responsibilities**

#### ***A. General Administrative Responsibilities:***

- 1) Management – Develops and administers the facilities department. Develops and places into operation appropriate rules and regulations governing the department. Evaluates the department and makes recommendations regarding policy changes as needed.
- 2) Administration – Develops budget, procurement and personnel needs based on department plans and analysis. Orders materials and equipment as needed.
- 3) Supervision– Plans, assigns and inspects work of staff assigned to department. Determines staffing needs, aligns functional work areas and assigns responsibilities. Implements training programs as necessary for maintaining or improving professional and technical qualifications of staff. Participates in the selection of new employees; appraises, counsels, advises, disciplines, and evaluates staff; resolves grievances. Develops and maintains a list of qualified substitutes and schedules as needed. Assists in development and upgrading of job descriptions for staff.
- 4) Emergencies–Responds to emergency calls for assistance, fire and security alarms, and weather-related events impacting school facilities. Available to respond on a 24-hour basis. Back up emergency response assistance is to be arranged during one's absence from work on availability.

- 5) Safety – Maintains safety standards in conformance with state and insurance regulations and develops a program of preventative safety as related to the activities of the department.
- 6) Standards - In conjunction with the Superintendent, establishes and upgrades standards of quality for each aspect of the department and implements adopted standards. Communicates with staff, in writing and in meetings, those standards and the means by which they will be met. Monitors performance of staff to determine compliance with such standards. Maintains all necessary files to document adopted standards including changes and deficiencies.
- 7) Budget – Prepares and administers the budget for assigned area of responsibility.
- 8) Bids – Proposes specifications and bid conditions to the Superintendent for all items requiring such bids by law or Board policy.
- 9) Inventory – Purchases and maintains an inventory of supplies and small equipment. Orders additional items as needed. Coordinates purchasing to take full advantage of cost savings through bulk purchasing.
- 10) Equipment - Maintains control over all equipment and vehicles of the department including proper and authorized use. Arranges maintenance for equipment as needed. Assesses equipment needs, evaluates pricing, and makes recommendations to the Superintendent for replacement or major repairs.
- 11) Records - Keeps records for the department as needed or required. Submits all reports required by state authorities, the Board, or the Superintendent.
- 12) Public Relations – Performs public relations with district personnel and others affected by actions of the department to minimize adverse impacts and maintain positive relationships.
- 13) Other – Performs such other functions as determined by the Superintendent.

#### ***B. Maintenance:***

- 1) Supervises all maintenance workers and evaluates their work performance annually.
- 2) Manages the budget for the maintenance department.
- 3) Works with Human Resources Director to provide training for the maintenance workers.

#### ***C. Custodial***

- 1) Coordination – Communicates and works with building supervisors to determine that cleaning and minor maintenance needs of building are being met. Maintains checklists of work to be performed and notes deficiencies or non-compliance with standards established. Coordinates with Director of Maintenance for summer maintenance and similar periods for performing deep cleaning and repairs in school buildings.

#### **D. Facilities:**

- 1) Leases – Implements all aspects of facilities in accordance with board policy or directives of the Superintendent. Maintains appropriate lease forms and files. Communicates and works with lessees and users in providing facilities. Inspects use of facilities on a periodic or as-needed basis to determine compliance with related agreements. Provides notices of default or sub-standard performance or compliance to lessees and users and implements eviction/non-renewal/forfeiture actions.
- 2) Projects - Assists in developing long-range construction plans of the district. Determines that construction contract forms, specifications, and plans are complete and accurate. Plans and schedules approved projects. Communicates and works with architects, engineers, and contractors for the design and execution of projects. Maintains all project files including shop, field and “as-built” drawings for permanent storage and retrieval. Maintains a professional and personal independence with respect to such third parties to avoid conflicts of interest, both in fact and in appearance. Serves as liaison with governmental agencies and the public in all aspects of construction.
- 3) Contractors - Determines qualifications of contractors for contracting with the district. Evaluates insurance and bond coverages for compliance with district or contract requirements. Monitors construction activities, including periodic site visits and sample testing as needed, to determine compliance with contract plans and specifications and provides notices of non-compliance or sub-standard performance. Negotiates change orders and recommends payment requests for approval. Provides direct supervision and coordination of subcontractors and temporary construction workers for those projects in which the district acts as general contractor.
- 4) Standards – Assesses (a) federal and state construction/building requirements, including building codes and the Americans with Disabilities Act and (b) construction standards and practices, and recommends implementation to the Superintendent. Maintains files for construction standards.

#### **E. Security**

- 1) Monitors all security operations and staff. Supervises and evaluates all night security personnel. Maintains a log of security-related events and responds to security alarms whenever security is not available.

##### **Organizational Relationships**

Supervised by and reports to the Superintendent or designee. Supervises a staff of approximately 20 consisting of security personnel and custodians.

##### **Qualifications**

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- High school diploma or GED certification.

- ❑ Combination of successful technical education and/or experience in construction or facilities management or supervision totaling five (5) years within the preceding ten-year period of the application.
- ❑ Proficient with desktop computers, preferably Microsoft operating system.
- ❑ Knowledge of federal and state building construction requirements including building codes and Americans with Disabilities Act.
- ❑ Knowledge of building and utility construction industry practices and standards including procedures and materials.
- ❑ Knowledge of program planning and budgeting.
- ❑ Demonstrated ability to establish and manage budgets.
- ❑ Excellent communication, problem solving and organization skills.
- ❑ Demonstrated ability to motivate and supervise staff.
- ❑ Good work habits.

**Desirable Qualifications** – Education and/or experience in structural or civil engineering. Experience in a school construction/facilities management. Experience in working in Native American communities.

**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.

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