
BOARD AGENDA ITEM

Information/Discussion_____

Future Action_____

Action __X__

Item: Facilities Department Staffing Changes

Submitted by: Russell Bray

Date: __5/12/2025_____

Recommended by: Kevin Philipps

Board Meeting Date: __5/19/2025_____

RECOMMENDATION:

It is recommended that the Kent ISD board approve the following staffing changes to the Facilities Department:

New Positions:

- Four (4) Maintenance Building Lead Positions (Classified Grade VI)
Three of these positions will be filled internally, one will be posted

Position change for current staff:

- Cody Nosko, Assistant Facilities Supervisor to Facilities Supervisor – Project Manager
(Classified Grade VI to NUP Grade 4)
- Justin Stonehouse, Facilities Supervisor, to Maintenance Supervisor
(No change)
- Ryan VanderMolen, Facilities Supervisor, to Operations Supervisor
(No change)
- Kellen Barnett, Assistant Facilities Supervisor, to Facilities Coordinator
(No change)

Elimination

- Elimination of open Staff Accountant Position (Classified Grade V)

BACKGROUND:

Russell Bray, Director of Facilities and Operations, has worked with Kevin Philipps and Dave Rodgers to develop an updated Facilities Organizational Chart to accomplish the following goals:

- Flexibility to better respond to all maintenance requests and planned maintenance across all Kent ISD Facilities consistently.
- Provide higher level of ownership and connection between the Facilities staff and the building users.
- Better respond to the many project requests and ongoing projects within the department.
- Create clear vocational pathways for Facilities staff looking to advance in their career.
- Fill the ongoing need for business function support by replacing the Staff Accountant position with a new Operations Supervisor position.

To accomplish the above goals, four Building Maintenance Lead positions have been created within the Maintenance Team, supervisor titles and job descriptions have been modified, and an additional project manager position has been created. These changes, along with the elimination of the Staff Accountant position will increase the annual cost of staffing for the department by \$47,916.

Attachments:

- New Job Descriptions:
 - Maintenance Supervisor
 - Operations Supervisor
 - Maintenance Building Lead
 - Facilities Coordinator

Job Title: Building Maintenance Lead, Facilities

Classification: Classified Hourly Grade VI, full-time, year round

Reports to and

Evaluated by: Maintenance Supervisor, Facilities

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Classified Personnel

Supervises: None

Responsible for general maintenance, daily maintenance requests, and preventative maintenance of assigned buildings to maximize educational use of Kent ISD Facilities. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Proficient in maintenance and repair of commercial/school buildings, both interior and exterior
2. Proficient in repair and replacement of various types of equipment and system/infrastructure related devices and components
3. Experience in using common hand tools, power tools, drills/drivers, ladders, as well as industry related specialty tools and instruments
4. Extensive knowledge of various systems, such as plumbing, heating, and electrical and proficient in troubleshooting and problem-solving issues within such systems
5. Experienced/comfortable with working with contractors, vendors, suppliers, and building/construction professionals
6. Conduct work in an appropriate manner
7. Ability to work around children and adults in a learning environment
8. Must demonstrate a positive attitude and interpersonal skills to clearly communicate to both internal and external customers
9. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy
10. Ability to effectively communicate with Building Administration, Facilities staff, and contractors, to effectively complete needed tasks within assigned facilities
11. Predictable and reliable attendance, essential.
12. Driver's license

Duties and Responsibilities:

1. Provide in-depth preventative and corrective maintenance, repairs, and necessary improvements to assigned buildings and the equipment and systems within
2. Ensure that the functionality, safety/security, comfort, and cleanliness of responsible areas is in a state of operating excellence and in accordance with prescribed codes and/or established District policies and Standards
3. Assist as required with light custodial and grounds, including snow removal
4. Process and execute work orders from assigned properties
5. Execute preventative maintenance plans for assigned properties
6. Complete assigned building condition reports and inventories quarterly

7. Attend monthly walk-throughs with custodial contractors, where applicable, and submit a written report of custodial effectiveness to the Facilities office
8. Assist Facilities Maintenance Supervisor with planned maintenance, building assessment, and small project management
9. Effectively communicate maintenance activities and needs to building administration and staff

Other:

1. Performs tasks and projects as requested by the Facilities Maintenance Supervisor
2. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
3. Support the Facilities department at other properties as needed
4. Maintain regular and consistent attendance

Compensation: Grade VI, commensurate with experience.

Job Title: Maintenance Supervisor, Facilities

Classification: Non-Union Professional Grade 5, full-time, year round

Reports to and

Evaluated by: Director – Facilities & Operations

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Non-Union Professional Personnel

Supervises: Building Maintenance Leads, Maintenance Techs

Responsible for supervision and organization of all Maintenance staff and activities at all Kent ISD properties and facilities. Proactively plans general maintenance, daily maintenance requests, minor projects, and preventative maintenance to fully realize educational use of Kent ISD Facilities. Coordinates work across the Facilities Department, working closely with the Operations Supervisor, Project Managers, and other staff.

Job Qualifications:

1. Proficient in maintenance and repair of commercial/school buildings, both interior and exterior
2. Experience leading small to medium construction projects
3. Extensive knowledge of various systems, such as plumbing, heating, and electrical and proficient in troubleshooting and problem-solving issues within such systems
4. Experienced/comfortable with working with contractors, vendors, suppliers, and building/construction professionals
5. Ability to work around children and adults in a learning environment
6. Conduct work in an appropriate manner
7. Must demonstrate a positive attitude and interpersonal skills to clearly communicate to both internal and external customers
8. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy
9. Ability to effectively communicate with Building Administration, Facilities staff, and contractors, to effectively complete needed tasks within assigned facilities
10. Predictable and reliable attendance, essential.
11. Driver's license

Duties and Responsibilities:

1. Develop maintenance plans for each facility and assign staff accordingly
2. Lead team Maintenance Techs and Building Maintenance Leads in a way that promotes teamwork, constructive communication, excellence, and efficiency.
3. Coach maintenance staff in best practices, including safety standards and expectations. Develop continuous improvement and learning plans for each staff member.
4. Consistently review work of each team member, ensuring the highest quality of work is performed at all Kent ISD Facilities.
5. Coordinate construction, renovation, and install projects under \$50,000
6. Coordinate work across the district with Facilities Project Managers, Operations Supervisor, and other Facilities staff as needed.

7. Schedule and manage contracted work on building systems
8. Serve as Administrator for Facilities CMMS, BAS, and other administrative systems
9. Assign work orders and analyze efficiency of work completed
10. Ensure that the functionality, safety/security, comfort, and cleanliness of all Kent ISD Facilities are in a state of operating excellence and in accordance with prescribed codes and/or established District policies and Standards
11. Execute preventative maintenance plans for all Kent ISD Facilities
12. Assist the Director of Facilities and Operations with long-term facility planning, budgeting, and staff development.
13. Effectively communicate maintenance activities and needs to building administration and staff
14. Maintain regular and consistent attendance

Other:

1. Performs tasks and projects as requested by the Facilities Maintenance Supervisor
2. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
3. Support the Facilities department at other properties as needed

Salary: Grade 5, commensurate with experience.

Job Title: Operations Coordinator, Facilities

Classification: Classified Hourly Grade VI, full-time, year round

Reports to and

Evaluated by: Operations Supervisor, Facilities

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Classified Personnel

Supervises: None

Supports the Operations Supervisor in the daily oversight of multiple systems and operations within the Facilities Department that impact the broad scope of work and buildings the Facilities Department maintains, especially budget management and financial processes. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Familiarity with Educational Facilities systems, processes, and maintenance activities
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Broad knowledge of organization operations, policies, and procedures.
4. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external customers.
5. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
6. Predictable and reliable attendance, essential.

Duties and Responsibilities:

Budgeting/Purchasing:

1. Support budgeting process for the Facilities department
2. Work with Facilities department staff to coordinate updated budgets
3. Work with business office to coordinate account descriptions
4. Assist Operations Supervisor with long term facility budget planning
5. Assist with the complete all necessary price quotations & required competitive bid processes for Facilities department
6. Purchase Order maintenance.
7. Monitor requisitions in progress and open purchase orders.
8. Issue sales tax exemption forms to vendors and staff.
9. Process vendor credit applications.
10. Assist the Director of Facilities & Operations with the annual capital outlay process

Operations:

1. Support and monitor CMMS, building alarm, and other centralized Facilities systems
2. Organize and monitor building compliance needs, including regular inspections
3. Support and implement access control systems for all buildings

4. Compile and organize departmental documentation, including building drawings, inspections, and records
5. Assist in the management of service providers and agreements for various contractors including waste management, AED providers, fire extinguishers and suppression, pest management, and other district-wide support services
6. Support Maintenance, Custodial, and Project Management staff in district-wide initiatives and activities.

Other:

1. Performs other tasks and projects as requested by the Operations Supervisor
2. Support the Facilities department administrative assistant as needed
3. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
4. Provide input in project design and implementation with Facilities Project Managers
5. Maintain regular and consistent attendance

Compensation: Grade VI, commensurate with experience.

Job Title: Operations Supervisor, Facilities

Classification: Non-Union Professional Grade 4, full-time, year round

Reports to and

Evaluated by: Director – Facilities & Operations

Terms of

Employment: Twelve-month position subject to all rules and regulations covering Non-Union Professional Personnel

Supervises: Operations Coordinator, Facilities

Responsible for the daily oversight of multiple systems and operations within the Facilities Department that impact the broad scope of work and buildings the Facilities Department maintains, especially budget management and financial processes. Coordination of work with the Facilities Team and Building Administration to ensure buildings are safe, functional, clean, and aesthetically pleasing for all users.

Job Qualifications:

1. Familiarity with Educational Facilities systems, processes, and maintenance activities
2. Proficient at Microsoft Excel and knowledge of other Microsoft Suite products.
3. Familiarity with school fund accounting procedures and systems preferred.
4. Experience with budgeting preferred
5. Broad knowledge of organization operations, policies, and procedures.
6. Must possess a positive attitude and interpersonal skills to clearly communicate to both internal and external customers.
7. High level of organizational and problem-solving skills with the ability to prioritize and work independently with confidentiality, trust, and accuracy.
8. Predictable and reliable attendance, essential.

Duties and Responsibilities:

Budgeting/Purchasing:

1. Coordinate all budgeting needs for the Facilities department
2. Develop and/or enhance budgeting process
3. Work with Facilities department staff to coordinate updated budgets
4. Work with business office to coordinate account descriptions
5. Support business office on fixed asset accounting
6. Assist Director of Facilities with long term facility budget planning
7. Monitor and track change orders on major facility projects
8. Develop and administer facilities replacement & risk assessment program
9. Assist Facilities department leadership with utility bulk purchasing and third-party custodial service programs
10. Enter requisitions for Facilities department.
11. Complete all necessary price quotations & required competitive bid processes for Facilities department
12. Purchase Order maintenance.
13. Monitor requisitions in progress and open purchase orders.
14. Issue sales tax exemption forms to vendors and staff.

15. Makes purchases for eligible orders on district purchasing card; reconciles statement monthly.
16. Process vendor credit applications.
17. Assist the Director of Facilities & Operations with the annual capital outlay process

Operations:

1. Serve as system administrator for CMMS, building alarm, and other centralized Facilities systems
2. Organize and monitor building compliance needs, including regular inspections
3. Oversight of access control systems for all buildings
4. Compile and organize departmental documentation, including building drawings, inspections, and records
5. Manage service providers and agreements for various contractors including waste management, AED providers, fire extinguishers and suppression, pest management, and other district-wide support services
6. Support Maintenance, Custodial, and Project Management staff in district-wide initiatives and activities.

Other:

1. Performs other tasks and projects as requested by Director of Facilities & Operations
2. Support the Facilities department administrative assistant as needed
3. Demonstrates a strong commitment to equity, social justice, and inclusion in all practices and position responsibilities.
4. Provide input as a key stakeholder in project design and implementation with Facilities Project Managers
5. Maintains regular and consistent attendance

Salary: Grade 4, commensurate with experience.