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FLOODWOOD SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Facilities Manager

REPORTS TO: Principal and/or Superintendent

JOB GOALS: To develop a system of facility maintenance, including building and grounds that meets the short and long term goals of the district.

EMPLOYEE CLASSIFICATION:

The Facilities Manager position is non-exempt pursuant to the Fair Labor Standards Act. All non exempt employees are required to track hours worked utilizing the timecard system that is located in the office work room. Non exempt staff will submit a biweekly timecard utilizing the punch clock system to the business office to calculate payroll. If a punch is missed, employees need to contact administration to confirm time of arrival or departure and allow a manual entry of hours on a timecard. Overtime is any hours being requested to work by administration beyond 40 hours per week. Employees MUST receive prior approval by administration to work any overtime. Any overtime would be according to the Fair Labor Standards Act (FLSA) and would require prior approval by administration.

POSITION RESPONSIBILITIES:

1. Display leadership abilities that enhance job performance in others.
2. Involved in the interviewing process and make recommendations to the School Board and administration regarding the assignments and the duties of the facilities staff.
3. Assign duties to custodial staff in order to maintain a clean and safe environment for students, staff and visitors.
4. Conduct routine and periodic inspections of the facility to determine that work is being completed as scheduled and as needed. If the work is not being done in a timely manner, give oral and written reprimands. If the unsatisfactory work continues, after due process recommend suspension and/or discharge of any employee doing unsatisfactory work.
5. Maintain Heat/Boiler System, HVAC, and all other mechanical systems.
6. Order necessary materials, supplies, and equipment to maintain the building through the established procedures of the district. Manage budget for the district regarding facilities.
7. Follow OSHA guidelines and other state/federal guidelines.
8. Available as "on call" 24/7, or assign suitable replacement.
9. Address other maintenance employees' grievances on behalf of the district.
10. Prepare a daily, weekly, monthly and annual cleaning schedule for all sections of the building for the custodial staff.
11. Prepare a preventive maintenance schedule for all mechanical systems in the building in order to assure that all mechanical systems operate at maximum capacity and to minimize the necessity of repairs and replacement to these items.
12. Make recommendations to the superintendent, on an annual basis, of repairs, replacement, and major maintenance of the building.
13. Order the necessary materials, supplies and equipment to maintain the building and grounds through the established procedures of the district.
14. Assist the superintendent and the business manager in developing a budget for the maintenance of the buildings.
15. Report any student behavior problems to the principal on an immediate basis.

16. Serve on the Health & Safety Committee, Facilities Committee, and any others as assigned.
17. Assist in the performance of custodial, maintenance, transportation and groundskeeping duties as needed.
18. Submit a monthly report to the school board for review at the regular board meetings.
19. Perform other related duties as assigned.