

CLASSIFICATION DESCRIPTION
Manager of Facilities

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| <u>Title of Immediate Supervisor:</u> Director of Business Services | <u>Department:</u> Facilities Management | <u>FLSA Status:</u> Exempt |
| <u>Accountable For (Job Titles):</u> Supervisor of Operations, Coordinator of Environmental Health and Safety, Drafter, Clerical Level, Trades Lead Persons | | <u>Pay Grade Assignment:</u> Executive Employees Association, Pay Range 7 |

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| General Summary or Purpose Of Job: |
| Provides for the district-wide management of construction, maintenance and daily operations of the District facilities. Responsibilities include managing millions of dollars in operating and capital budgets, dozens of facilities, millions of square feet of facilities on hundreds of acres of property. Plans, implements, and administers programs, policies, regulations, maintenance, renewal, replacements, and any and all activities with the District's maintenance and construction. |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FREQUENCY |
|-----------------|---|------------------|
| 1. | Oversees and directs 1) the development of practices and procedures required for the maintenance, operations and construction of facilities, 2) employee health, safety and environmental management, and 3) ensures district-wide compliance with state building codes, life safety codes, fire codes, and other federal, state and local laws and regulations, including school board policies, as they relate to the physical property of the District. Monitors and evaluates the adequacy of facilities management practices and procedures relative to their ability to accomplish or facilitate the overall goals, objectives and mission of the District. Takes action to directly implement or make recommendations to the superintendent of schools or other administrators regarding changes or modifications in facilities or property-related practices or procedures. | Daily 30% |

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| 2. | Performs managerial and direct supervisory functions required to ensure the efficient and effective utilization of all personnel and financial resources assigned to the Facilities Management Department in the areas of building maintenance, building operations, District health and safety programs, and general property management functions. Personnel management responsibilities include employee relations and contract administration. Writes specifications, designs projects, estimates costs, oversees construction, maintains records, and evaluates cost data for maintenance expenditures, building capital expenditures, and capital equipment expenditures as needed. | Daily 30% |
| 3. | Manages resources required to accomplish the assessment of building maintenance, preservation and the new construction or improvement needs of the District. Ensures the development and maintenance of systems and processes required for the planning, design, monitoring and status reporting of general facilities management programs and specific projects. Develops and manages the budget for facility activities. Examines financial documents, records and accounts on a regular basis for the purpose of determining accuracy, reliability and completeness of financial records and reports. | Daily 25% |
| 4. | Develops unique and varied communications related to school property management practices, procedures and operations of the District. Communications are required to establish legal records, school board information, public information, District position statements, and operational direction related to school facilities. | Quarterly 15% |
| 5. | Performs other duties of a comparable level or type. | As required |

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in mechanical engineering, industrial technology, construction management or a closely-related field, and at least five years of experience within a facilities or property management department in a large organization, and responsible for over one million square feet of facilities; or an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work.

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Certification or Licensing Requirements: (prior to job entry)

Certified Plant Engineer (AFE) (Preferred)
Architectural or professional engineering registration or certification (Preferred)

Knowledge Requirements: Requires knowledge of

- Demonstrated and thorough knowledge of administrative and organizational management techniques, strategies and concepts related to the operation of a large public or private organization.
- Codes, standards and regulations, such as uniform building codes, uniform fire codes, National Fire Protection Association (code and standard organization), uniform mechanical codes, and all local state, and federal applicable rules and regulations.
- General knowledge of the principles, methods, practices, materials and generally-accepted techniques for maintenance and construction work for large facilities.
- Thorough knowledge and understanding of architectural and engineering planning and design, and construction practices and techniques.
- Computerized data management systems, including databases and spreadsheets, for activities related to all aspects of facilities management. Knowledge of how to design, instruct and manage these systems is required.

Skill Requirements: Skilled in

- Ability to comprehend uniform codes, standards and regulations; the ability to ascertain compliance with these regulations.
- Ability to effectively manage and direct, by application of thorough knowledge of effective principles, methods, practices and generally-accepted techniques at an organizational level responsible for the strategic utilization of resources.
- Ability to effectively communicate, both verbally and in writing.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

| Employee is required to: | Never | 1-33% Occasionally | 34-66% Frequently | 66-100% Continuously |
|---|-------|-----------------------|----------------------|-------------------------|
| Stand | | √ | | |
| Walk | | √ | | |
| Sit | | √ | | |
| Use hands dexterously (use fingers to handle, feel) | | | √ | |
| Reach with hands and arms | | √ | | |
| Climb or balance | | √ | | |
| Stoop/kneel/crouch or crawl | | √ | | |
| Talk and hear | | | | √ |
| Taste and smell | | √ | | |

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| Lift & Carry: | Up to 10 lbs. | | | | √ |
| | Up to 25 lbs. | | | √ | |
| | Up to 50 lbs. | | √ | | |
| | Up to 100 lbs. | √ | | | |
| | More than 100 lbs. | √ | | | |

General Environmental Conditions:

Work is occasionally performed near moving mechanical parts, in high or precarious places, around fumes of airborne particles, near caustic or toxic chemicals, in outdoor weather conditions, and where vibration is present when in shops, school industrial education areas, during construction activities, and where fans, boilers, and jack hammers are being used. There is also an occasional risk of electrical shock when working in mechanical rooms and tunnels.

The typical noise level is considered to be moderate, except at construction sites where the noise level is considered to be loud.

General Physical Conditions:

Work can be generally characterized as:

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 constantly to move objects.

| <u>Vision Requirements:</u> Check box if relevant | Yes | No |
|--|-----|----|
| No special vision requirements | √ | |
| Close Vision (20 in. of less) | | |
| Distance Vision (20 ft. of more) | | |
| Color Vision | | |
| Depth Perception | | |
| Peripheral Vision | | |

Job Classification History:

Classification reviewed and revised by Penn, Inc., Human Resource Management Consulting
Revised Job Description 9.16.16 by HR and Business Services