



**LAKELAND JOINT SCHOOL DISTRICT**  
Committed to Academic Excellence ... Dedicated to Student Success

## **Board Agenda Item Request**

**AGENDA ITEM: Action Item ~ Facilities Director Job Description**

**PURPOSE: Requires Board Approval**

**MEETING DATE: October 9, 2024**

**PREPARED BY: Lisa Arnold**

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### **SUMMARY:**

The previous iteration of this job description did not indicate board approval or the date of that approval. This iteration has been edited to reflect the dialogue in which the board engaged at the September meeting. Please let me know if I missed anything or if there are edits you would like. The draft is [here](#).

The new Org Chart is [here](#).

## JOB DESCRIPTION

TITLE: Facilities Director

### QUALIFICATIONS:

1. Minimum of a high school diploma.
2. Minimum of ten (10) years of experience in the trades.
3. Demonstrates knowledge and expertise in the basic techniques of maintenance, carpentry, custodial and grounds keeping.
4. Demonstrate aptitude for successfully performing tasks of the kind listed below.
5. Demonstrates leadership qualities that demonstrate an ability to build teamwork, accountability, and motivation within the department.
6. ~~Proven~~ Experience and/or expertise in project management, including financial, time and personnel management.
7. Demonstrates character that models integrity, equity, visionary thinking, and a strong work ethic.
8. ~~An~~ Demonstrates ability to empower staff and lead from a strengths-focused, growth mindset.
9. Experience with effective use of technology to support efficiency and systematic management of the Facilities, or similar, department.
10. Such additional qualifications as the Board may find appropriate.

REPORTS TO: Superintendent

SUPERVISES: All ~~custodial~~, maintenance, and grounds keeping personnel

**SUPPORTS: All custodial staff**

JOB GOAL: To maintain the school buildings and grounds in a condition of operating excellence, cleanliness, and safety, in order to provide a safe, supportive learning environment for every student and staff in the Lakeland Joint School District every day.

PERFORMANCE RESPONSIBILITIES: (Typical tasks shall include but not be limited to:)

1. Assists in the recruitment, employment, assignment, supervision, transfer, promotion, demotion, or dismissal of ~~custodial~~, maintenance, and grounds keeping personnel.
2. **Assists in the recruitment and training of custodial staff.**
3. Organizes and implements an orientation program on proper operation and maintenance of school facilities and grounds for department personnel.
4. Oversees personnel and other necessary records as required.
5. **Supervises and annually evaluates all departmental personnel.**
6. Schedules work routines for departmental personnel.
7. Coordinates vacation schedules for departmental personnel.
8. Prepares and administers the budget for maintenance, grounds, and custodial supplies, and equipment.
9. Organizes and implements a program of preventive maintenance.
10. Directs the maintenance of all buildings and grounds as to cleanliness and safety.
11. ~~Oversees the repair, lubrication, and cleaning of boiler and other heating equipment~~  
**Oversees the maintenance and repair of the HVAC systems, including boilers, for the district.**
12. Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.

Approved:

13. Receives, stores, inventories, and issues all custodial, maintenance, and grounds, materials, supplies, and equipment.
14. Receives on a regular basis all security precautions and procedures, and recommends additions, changes, or reductions in service, as appropriate.
15. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
16. Keeps informed of the latest trends, developments, and products in the areas of maintenance, repair, and upkeep, and encourages innovation and experimentation as appropriate.
17. Inspects all school buildings, grounds, and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained and confers with principals regarding custodial work.
18. Calls meetings of the maintenance and/or custodial staff when it is deemed necessary for purposes of training or morale.
19. Establishes and supervises summer cleaning and maintenance programs and schedules.
18. Inspects and maintains or causes to have maintained fire alarm systems and fire extinguishers on a regularly scheduled basis.
19. Develops a system for dealing with emergency repair problems with efficiency and financial considerations.
20. Makes minor repairs and is available to address immediate heating, electrical, or plumbing problems.
21. Supervises the maintenance of all ~~bell and clock~~ systems in the schools.
22. Assists in the development of RFP; providing guidance on specifications to be included.
23. Provides monthly reports to the Superintendent as requested.
24. Such other duties as may be assigned by the Superintendent

TERMS OF EMPLOYMENT: This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

An employee working in this position shall at all times be subject to the direction of the person to whom ~~said~~ the employee has primary responsibility or ~~said~~ the person's designee(s) and at all times shall be subject to the rules, regulations and policies of the District as promulgated by the Board of Trustees. Each employee shall be held responsible for having knowledge of ~~said~~ school district rules, regulations and policies which have been reduced to writing and made available to the employee ~~on the Lakeland Jt. School District website; sd272.org. at the building principal's office and the district wide administration office.~~ on the Lakeland Jt. School District website; sd272.org.

Twelve months per year. Salary range = \$74,838 - \$89,437, depending on experience ~~and education.~~

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