



Position Title: **Director of Facilities**
Reports To: Assistant Superintendent of Finance and Operations
Prepared by: Lisa Montoya Date: November 6, 2018
Approved by: Human Resources Date: November 6, 2018

SUMMARY:

The Director of Facilities will supervise the physical plant operations including all buildings and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, staff, and community. The Director is responsible for the scheduling and supervision of maintenance and repair activities, contracted services, assisting with district construction projects, and ensuring the physical operation of the district and its leased facilities meets budgetary and strategic objectives set forth by the Board of Education through its strategic plan. This position is an exempt / salaried 260 Work Calendar/per day position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the supervision of personnel, which includes work allocation, and problem resolution; evaluates performance and makes recommendations for personnel actions; performs yearly evaluations of each foreman; motivates employees to achieve peak productivity and performance.
- Provides information, resolves problems, and advises customers on products and/or services, ensuring customer satisfaction.
- Develops and implements systems and processes to establish and maintain records.
- Provides administrative, technical, and customer service training for all program employees.
- Directs and coordinates the activities of service contractors.
- Directs annual maintenance programs, to include off-season testing/overhaul of heating, preventative maintenance, refrigeration systems and associated control systems, as well as seasonal start-up and shutdown.
- Continuously surveys and assesses customer satisfaction with on-call facility repair services; identifies shortcomings in responsiveness, quality of repairs, and customer communications; takes prompt, positive action to maintain high levels of customer service.
- Develops technical specifications and request for proposals for contract services. Evaluates and offers input on proposals for contract services. Monitors and ensures contractors/vendors are in compliance with contracts; Follows-up with and resolves contract issues with contractors/vendors. Escalates contract issues as necessary.
- Assists in the preparation of design plans involving construction, maintenance and repair of facilities projects.
- Acts as project manager in directing a wide range of construction, maintenance, and repair projects. Reviews all work orders to ensure work is planned, scheduled and tracked in a professional manner.

- Performs material planning, purchasing and inventory control.
- Enforces safety rules and regulations to ensure proper use of safety equipment.
- Directs the staffing of ice and snow removal.
- Contributes to a team effort and accomplishes related results as required.
- Willing and able to respond to after-hours calls in the district.
- Performs other duties as required.

SUPERVISORY RESPONSIBILITIES:

- The Director of Facilities will oversee all Foremen on District Payroll in the Facilities and Maintenance Department
- This includes annual appraisal and evaluations for each employee

QUALIFICATION REQUIREMENTS:

- Ability to work cooperatively and collaboratively with all stakeholders.
- Demonstrated ability to effectively communicate ideas and information in both written and oral format.
- Ability to maintain confidentiality.
- Must possess / maintain or have ability to obtain within sixty (60) days of employment a New Mexico Class D Driver's License
- Must have the ability to obtain LANL and/or DOE security badges.
- Must have knowledge and ability to use Work Order software.

EDUCATION AND / OR EXPERIENCE:

- Bachelor's Degree in Construction Management, Engineering or related field, or equivalent combination of education and related work experience.
- Five years supervisory experience in facilities and maintenance.
- Eight years of experience in maintenance, construction of facilities or other relevant areas.

LANGUAGE SKILLS:

- Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from community, regulatory agencies, or members of staff.

MATHEMATICAL SKILLS:

- Ability to understand budget, fiscal spreadsheets and interpret cost measures

REASONING ABILITY:

- Ability to define problems collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

- Ability to apply knowledge of current research and theory in your specific fields.
- Ability to establish and maintain effective working relationships with staff and community.
- Ability to communicate clearly and concisely both in oral and written form.
- Ability to perform duties with awareness of all District requirements and Board of Education policies.
- Proven ability to effectively collaborate with multiple departments across an organization.
- Exhibits strong analytical and problem-solving skills.
- Demonstrates personal and organizational integrity.
- Ability to work with a high degree of accuracy.
- Ability to exercise independent judgment in correcting data errors or omissions.
- Excellent writing, verbal communication, and presentation skills with keen attention to detail.
- Ability to use pc / mac applications, word processors, printer, calculator, copier, two-way radio systems and other technical systems implemented by the District

PHYSICAL DEMANDS:

While performing the duties of this job, the employee regularly is required to sit, walk and stand; have manual and finger dexterity; stoop, and talk or hear. The employee is frequently required to climb stairs, heights and ladders. The employee is occasionally required to crawl, reach above shoulder level, crouch, kneel, balance, push/pull, and carry. The employee must regularly lift and/or move up to 25 pounds. The employee must occasionally lift and/or move up to 75 pounds with the assistance of another person or appropriate equipment.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

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 noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this description is for compliance with the American with Disabilities Act (A.D.A.) 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 as reasonably determined by the Superintendent.