

# McCOMB SCHOOL DISTRICT

**POSITION TITLE:** DIRECTOR OF FACILITIES, MAINTENANCE AND OPERATIONS

**QUALIFICATIONS:**

1. A Bachelor's degree with a major in management, business or public administration, maintenance engineering or related field or an equivalent combination of training and hands on experience.
2. Five (5) years of experience in the field of maintenance, repair and modernization of multi-site facilities, including at least two (2) years of supervisory responsibility for a building maintenance program.
3. Additional experience above the required minimum may be substituted for college education on a year for year basis for up to two (2) years and/or a comparable amount of training and experience may be substituted for the minimum qualification.

**REPORTS TO:** SUPERINTENDENT OR HIS DESIGNEE

**PRIMARY FUNCTIONS**

To coordinate all aspects of district facilities, maintenance, custodial and grounds keeping operations. To ensure the smooth operation of work orders for all buildings. Plan, lead, manage, direct, and guide maintenance, custodial, and grounds keeping staff.

**KNOWLEDGE AND ABILITY**

**KNOWLEDGE OF:**

- Principles, processes, procedures and practices of facilities, maintenance and operations management including general management, organization, and budgetary planning and control
- Methods, materials, modern theories, costs and equipment used in the various building construction and maintenance, design, grounds maintenance and custodial service
- Applicable federal, state, local laws, regulations, policies, procedures and codes as it relates to maintenance, school construction, contracts, operations and facilities (e.g., OSHA and Mississippi Code,)
- Principles, practices and methods of pest control mitigation, service scheduling, and annual contract development
- Principles, processes and procedures of preventative maintenance
- Principles of long and short-range facilities planning, construction, maintenance, modernization and renovation
- Environmental impact and issues related to the construction and repair of facilities, including the abatement of hazardous materials, improving indoor air quality, and mold remediation and prevention
- Hazardous material disposal
- Use and repair of public school facilities
- State Worker's Compensation Laws and the Occupational Safety and Health Act
- Principles, practices and methods of personnel management, supervision, training and job performance evaluations
- Formal English grammar, spelling, punctuation and word usage
- Principles, regulations and rules of workplace safety
- Principles, practices and techniques of researching, report writing and record keeping
- Applicable computer software applications and programs including Microsoft Office Suite

**ABILITY TO:**

- Plan and direct the District's facilities, maintenance, custodial and grounds keeping operation
- Develop and direct short and long-range capital improvement strategic master plans including new construction, modernization and renovation plans
- Lead, prepare and interpret building plans and specifications

- Estimate various costs such as general maintenance work, building repairs, alterations, materials and labor costs
- Ensure adherence to the District's budget and established financial controls, and that facilities are maintained to support student instruction
- Keep up-to-date and maintain current professional and technical expertise, and knowledge of laws and technology, related to facilities, maintenance, custodial and grounds keeping operation
- Interpret, apply and adhere to applicable federal, state, local laws, regulations, policies, procedures, standards and codes as it relates to maintenance, school construction, contracts, operations and facilities
- Identify opportunities and lead initiatives to enhance, modify, and/or eliminate services
- Read and understand reports and directives
- Prepare, formulate, implement and monitor budgets for large and diversified departments
- Tailor goals and implements plans to align with higher level strategic objectives
- Effectively manage and adjust to change
- Control and improve work processes and workflow
- Effectively plan, manage and direct projects and work activities to meet timelines
- Exercise discretion and judgment in choosing appropriate courses of action
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions
- Gather, read, analyze and evaluate complex oral, written and statistical data
- Use data to make appropriate recommendations and decisions
- Prepare effective presentations, and clear and concise written reports, policies, regulations, proposals, specifications, bids, schedules and correspondence
- Accurately attend to detailed work
- Establish and maintain cooperative, working relationships with others
- Effectively train, select, motivate, supervise, evaluate and manage personnel
- Effectively set goals, lead others, and evaluate and manage job performance of staff
- Take initiative
- Effectively handle and respond to changes at work as well as to competing and/or difficult situations as they arise
- Effectively work in a team environment
- Anticipate the needs of customers and provide excellent customer service
- Diplomatically handle conflicts and improve interpersonally strained situations
- Establish and evaluate workplace safety and health policies, procedures, and priorities
- Communicate clearly and effectively, both orally and in writing
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, graphics, the preparation of correspondence and reports, etc.
- Establish and maintain insurability to drive a District vehicle

## **MAJOR RESPONSIBILITIES AND DUTIES**

1. Plans, coordinates, directs and oversees the maintenance, operation, repair and alteration of all District structures and related physical facilities
2. Inspects, analyzes and evaluates the District's facility, maintenance, custodial and grounds keeping programs (e.g., construction and school utilization) to ensure effective and efficient operation
3. Plans, coordinates and directs the design, development and analysis of modernization projects, school building construction and related projects
4. Trains, supervises, manages and evaluates the job performance of facilities, maintenance and operation staff
5. Provides administrative direction to the Maintenance Supervisor in the maintenance, operations, repair, improvement and construction of District facilities
6. Plans, coordinates, directs and oversees the preparation of documents and maintenance of records related to purchases and purchasing agreements, drafting of specifications and formal bids, advertising for bids and quotations, analyzing bids and recommendations on awarding of contracts, modernization and construction projects
7. Plans, coordinates and updates the District's five-year deferred Maintenance and Repair Plan on an annual basis
8. Implements and monitors the Deferred Maintenance and Repair Plan within fiscal constraints, and establishes and directs a controlled inspection program of facilities to identify non deferrable and deferrable backlogs of maintenance and repairs
9. Oversees the preparation and participates in the maintenance of the District's facility master plan and ensures coordination with the District-wide strategic plan
10. Develops and implements policies, processes and procedures related to facilities, maintenance and operation
11. Establishes standards of preventive maintenance for buildings and equipment
12. Oversees the preparation of, submits and monitors the District's annual and multi-year budget for maintenance, operation and capital facility expenditures
13. Develops, implements, monitors and oversees Facility Project budgets and expenditures in accordance to established fiscal policies and the usage of District facilities
14. Provides technical expertise, information and assistance to the Superintendent, Cabinet, site and District administrators, and relevant stakeholders to determine facility management priorities and assess departmental services
15. Oversees and ensures the District's compliance with federal, state and local laws, regulations, policies, procedures and codes (e.g., Occupational Safety and Health Administration (OSHA), and the safe and proper handling and control of equipment, hazardous materials and asbestos
16. Directs, participates in and oversees the District's asbestos and energy conservation management program and pest control mitigation activities including monthly service schedule, and notification and posting requirements
17. Serves as the District's environmental review officer and the primary liaison between the District and architects, contractors, inspectors, maintenance related vendors, engineers, and various building health and safety governmental agencies
18. Serves as the District's representative and liaison by working with personnel from the City, County and various other municipalities and governmental agencies (e.g., State Department of Education) and relevant stakeholders to coordinate facility usage, address safety and security issues, etc.
19. Prepares and presents regular and periodic oral and written reports and presentations to the Board of Trustees, Superintendent and other organizations
20. Prioritizes and approves work requisitions and expenditures
21. Reviews and recommends departmental personnel needs and collaboratively works with the Personnel department to recruit, select, supervise, evaluate and manage the performance of department personnel
22. Promotes and coordinates professional and staff development opportunities in areas such as developing leadership skills, improving work quality, and career growth
23. Performs other related duties as assigned

## **WORKING CONDITIONS**

**ENVIRONMENT:** Works in an office environment. Works outdoors and may be exposed to seasonal heat, cold and/or adverse weather conditions. Has direct contact with the public, students and other employees in person and through telephone, electronic mail, and other written communications, requiring the ability to effectively manage a high volume of work despite frequent interruptions. Negative interactions resulting from these contacts can result in stressful situations that are a regular part of the work environment. The noise level in the work environment is usually quiet (i.e., office environment) but could be loud depending on location (i.e., outdoors, at worksites, or school facilities), specific projects and/or equipment operation.

**PHYSICAL ABILITIES:** Primary functions of the position require sufficient physical ability and mobility to work in an office setting as follows: to stand and walk for extended periods of time; to twist at the neck and trunk; to bend at the waist and stoop, kneel, crouch and crawl; to reach with hands and arms, reach overhead, above shoulders and horizontally; to handle objects and tools, to regularly lift and move up to twenty-five (25) pounds without assistance; to see, with or without correction, within normal visual range in addition to possessing specific vision abilities required by this job such as close vision, color vision, peripheral vision and depth perception; to hear within the normal audio range with or without aide; to communicate orally and in writing in order to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C Driver's License and acceptable driving record to maintain insurability to drive a District vehicle.

McComb School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

## **TERMS OF EMPLOYMENT**

Salary and work year will be established by the Board of Trustees and Superintendent.

## **EVALUATION**

Job performance of this job goal will be evaluated in accordance with provisions of the Board of Trustees' policy on Evaluation of Certified Personnel.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Superintendent's Signature*

\_\_\_\_\_  
*Date*

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.