

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ASSISTANT DIRECTOR OF FACILITIES MAINTENANCE

SALARY SCHEDULE: ADMINISTRATIVE D

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) Associates Degree in Facilities Management, Business Management or Construction Management; or an equivalent combination of education and job-related experience from which comparable knowledge and ability can be acquired.
- (2) Minimum of 7 years successful experience in a supervisory role directly overseeing skilled craftspersons or building maintenance personnel.
- (3) A demonstrated work history with increasing levels of responsibility and job scope in the areas of facilities maintenance, construction, or plant operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the day-to-day operations of a large facilities maintenance organization.
 A working knowledge of all skilled trades areas.
 Knowledge of building systems to include HVAC, electrical and mechanical.
 Knowledge of construction contract administration.
 Knowledge of all applicable building codes.
 Ability to plan, manage and budget large maintenance and construction projects.
 Ability to develop contract specifications and bid documents.
 Ability to manage large organizations.
 Ability to effectively problem-solve and communicate with customers, employees and the public.

REPORTS TO:

Director of Facilities

JOB GOAL

To assist the Director of Facilities with the day-to-day implementation, supervision, and monitoring of a comprehensive facilities maintenance program.

SUPERVISES:

Assigned support personnel.

PERFORMANCE RESPONSIBILITIES:

- *(1) Implement and monitor the daily work plan for facilities and custodial maintenance throughout the District.
- *(2) Develop, monitor, and adjust quality goals and productivity benchmarks.
- *(3) Oversee and monitor the preventative maintenance program for proper operation.
- *(4) Attend customer planning meetings to monitor departmental performance.
- *(5) Monitor all Facilities personnel and assigned tasks as required.
- *(6) Manage all contract personnel.
- *(7) Develop bid specifications for all outside contractors and monitor all contractors' performance.
- *(8) Assist with development and inspection of department budget.
- *(9) Develop and monitor Facilities' 5-year work plan.
- *(10) Develop and monitor technical specifications for construction specifications.

ASSISTANT DIRECTOR OF FACILITIES MAINTENANCE (continued)

- *(11) Develop, update and monitor all written departmental procedures.
- *(12) Develop and administer a departmental quality control program.
- *(13) Chair the roofing committee.
- *(14) Assist Facilities Managers with project development, monitoring and review.
- *(15) Facilitate the professional development program for all departmental skilled trades staff.
- *(16) Oversee the Facilities maintenance fleet of vehicles and maintenance equipment.
- *(17) Work closely with District and school staffs to support school improvement initiatives and processes.
- *(18) Disseminate information and current research to appropriate personnel.
- *(19) Keep well informed about current trends and best practices in areas of responsibility.
- *(20) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(21) Facilitate the development, implementation and evaluation of staff development activities in assigned area.
- *(22) Promote and support professional growth for self and others.
- *(23) Maintain a network of peer contacts through professional organizations.
- *(24) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(25) Represent, consistently, the District in a positive and professional manner.
- *(26) Exercise proactive leadership in promoting the vision and mission of the District.
- *(27) Set high standards and expectations for self and others.
- *(28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(29) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(30) Facilitate problem-solving by individuals or groups.
- (31) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(32) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

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

Job Description Supplement No. 11

*Essential Performance Responsibilities