

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

FACILITIES MANAGER

SALARY SCHEDULE: ADMINISTRATIVE F

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 3 years successful experience in a supervisory role in plant operations or facilities maintenance.
- (3) Demonstrated experience in project management, customer relations, work planning, and custodial and maintenance operations required.
- (4) Possess a valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and experience in planning, organizing, supervising and implementing a comprehensive facilities maintenance program for K – 12 educational facilities.

Knowledge of associated building maintenance trades.

Working knowledge of all associated Building Codes.

Working knowledge of building custodial operations.

Ability to plan and organize and schedule the work of a large group of craftpersons and custodians.

Ability to develop a comprehensive facilities maintenance plan for K – 12 buildings.

Ability to develop and implement a preventive maintenance program.

Ability to communicate effectively with customers both orally and in writing.

Ability to prioritize, budget and track departmental maintenance and project activities.

REPORTS TO:

Assistant Director of Facilities

JOB GOAL

To provide for a comprehensive building maintenance program which promotes a safe, clean, effective environment conducive to student learning.

SUPERVISES:

Assigned support personnel.

PERFORMANCE RESPONSIBILITIES:

- *(1) Direct the day-to-day operations of all facilities maintenance personnel including craftpersons and custodial personnel.
- *(2) Serve as the main point of contact for facilities-related issues with the customers in their assigned areas.
- *(3) Develop and maintain a 5-year facilities maintenance work plan for all facilities in assigned areas.
- *(4) Provide oversight for the daily service, planned maintenance, emergency maintenance and project functions for the Facilities Services Department.
- *(5) Provide for a departmental team approach between maintenance and custodial functions.
- *(6) Provide for the tracking of material and labor costs by trade and site.
- *(7) Assist with the operating and capital budget as assigned.
- *(8) Provide for the quality and timeliness of all services assigned.
- *(9) Develop and implement an in-house quality control system for departmental maintenance functions.
- *(10) Meet regularly with site cost center heads to determine service needs.

FACILITIES MANAGER (continued)

- *(11) Assist the Director with developing shop staffing levels.
- *(12) Participate in the recruiting, interviewing and hiring of supervisors, technical and building trades personnel.
- *(13) Establish and maintain a system of Custodial Work Management that ensures an efficient and effective balance between operational and preventative custodial services.
- *(14) Assist the Director in the preparation, disbursement and accountability of the Facilities' budget, including operating and capital funds.
- *(15) Participate in, or manage, periodic inspections and subsequent correction of District health and safety deficiencies.
- *(16) Assist in setting departmental maintenance priorities.
- *(17) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(18) Respond to inquiries or concerns in a timely manner.
- *(19) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(20) Promote and support professional growth for self and others.
- *(21) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(22) Disseminate information and current research to appropriate personnel.
- *(23) Keep well informed about current trends and best practices in areas of responsibility.
- *(24) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(25) Maintain a network of peer contacts through professional organizations.
- *(26) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(27) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(28) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(29) Represent, consistently, the District in a positive and professional manner.
- *(30) Provide leadership and direction for the assigned areas of responsibility.
- *(31) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(32) Assist in implementing the District's goals and strategic commitments.
- *(33) Exercise proactive leadership in promoting the vision and mission of the District.
- *(35) Provide oversight and direction for cooperative planning with other agencies.
- *(36) Set high standards and expectations for self and others.
- *(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(39) Facilitate problem-solving by individuals or groups.
- *(40) 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.
- *(41) Sustained focus and attention to detail for extended periods of time.
- (42) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

FACILITIES MANAGER (continued)

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