



Title:	Director of Facility Services
Reports to:	Executive Director of Facility Services
Terms of employment:	12 months
Salary:	State Salary
FLSA Exempt/Non-Exempt:	Exempt

Nature of Work

An employee in this position is responsible for a large variety of facility maintenance duties throughout the school system with the ultimate goal of providing the safest, healthiest classrooms and schools conducive to learning for students and staff. Work involves the application of many technical guidelines and use of discretionary judgment and analysis in most situations.

Administrative supervision is exercised over a number of skilled, semi-skilled and unskilled employees.

Qualifications and Licensure

- High School Diploma or equivalent
- Valid North Carolina Driver's License
- 5 years or more of school system facility experience
- Thorough knowledge of the proper handling of hazardous materials
- Thorough knowledge of acceptable maintenance and repair in all phases of building maintenance
- Considerable knowledge of materials, methods and equipment used in maintenance of school plants and buildings
- Considerable knowledge of environmental regulations
- Working knowledge of electrical, plumbing and other related codes as required by law and pertaining to schools

Duties and Responsibilities

- Selects and recommends persons to be hired, promoted, disciplined, or discharged.
- Plans, directs, and reviews the work of maintenance employees.
- Supervises the work of contracted labor.
- Supervises and inspects the work of contracted skilled tradespersons.
- Coordinates activities of the maintenance crews.
- Insures the storage and security of materials.
- Plans and reviews fiscal matters related to plant operations.
- Ensures employees are provided needed training.
- Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance.
- Inspects the condition of school buildings to determine needed repairs and maintenance.
- Receives, authorizes, prioritizes and delegates work requests.
- Evaluates project sketches or blueprints and cost estimates to make implementation decisions.
- Plans and monitors the departmental budget.
- Keeps records and prepares required reports.
- Determines needs, selects and purchases equipment.

- Prepares or participates in preparation of specifications for materials and equipment required.
- Inspects the work of outside contractors for adherence to plans and specifications.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.
- Performs other duties as assigned by the supervisor.

Physical Requirements

- Ability to perform medium/heavy lifting, exerting up to 50 pounds of force and/or a negligible amount of force to constantly lift, carry, push, pull, or move objects.
- Ability to climb ladders and be able to walk, climb, and drive distances to complete tasks of the position.
- Work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities.

Special Requirements

- Ability to endure working conditions that include but are not limited to noise of machinery, working outside, use of tools, equipment, and chemicals.
- Ability to work flexible hours including nights and/or weekends during emergencies to perform the duties of the position.
- Ability to exercise considerable independent judgment and initiative in independently performing assigned projects.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

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 of this job.