

Job Title: Administrative Director of Facilities

Reports To: Immediate Supervisor

Prepared By: The Division of Human Resources

Board Approved Date:

Salary Range: AD103
\$81,732 to \$121,732

Summary: Directs, supervises, and coordinates the physical plant services operation of the School System and facility planning, including new construction, modernization, and efficient use of school system properties. The Administrative Director of Facilities provides leadership in planning, managing and evaluating all operations associated with School System facilities. This position is responsible for having every school operational each school day and providing a safe physical environment for students, employees and the public. This position is responsible for the overall direction, coordination, and evaluation of this department.

Essential Duties and Responsibilities:

- Directs planning, scheduling, and implementing of repairs and/or replacement to all school board buildings, physical plants, grounds, and equipment.
- Coordinates planning and implementation of present and future capital improvement projects.
- Serves as liaison between the Instruction Department, the Program Managers, and the Architects and Engineers on Capital Improvement Projects.
- Serves as liaison between the Instruction Department and the Physical Plant Services Maintenance Provider on building maintenance, custodial services, and grounds maintenance.
- Manages the lease and rental of School Board owned facilities and properties.
- Directs the training of employees and the evaluation of employee performance.
- Plans, establishes, and collaborates in the development of a physical plant services budget to maintain and/or replace all School Board property and equipment.
- Directs, supervises, and coordinates with the Safety and Asbestos Specialist on the District's environmental impact issues, including asbestos abatement and inspections, mold and mildew issues, hazardous chemical handling and disposal, etc., ensuring compliance with all federal, state, and local laws, regulations, and ordinances.

Other Duties:



Other duties as assigned that are related to the functions of the position.

Essential Functions/Qualifications/Requirements:

Education and Experience:

Graduation from an accredited college or university with a minimum of a Bachelor's Degree, with a minimum of five (5) years of practical experience in physical plant and/or capital improvement supervision and/or physical plant engineering work. Twelve (12) years of proven successful experience in physical plant and/or capital improvement supervision and/or physical plant engineering work may be substituted for some college work. Must have extensive knowledge of principles and practices of physical plant operations and repairs and project management. Must have demonstrated superior ability in the areas of personnel management and planning, organizing and administering a fully developed physical plant program.

Work Environment Conditions:

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.

Professional Conduct:

The Employees are required to maintain a high standard of professional conduct. Breach of said professional conduct includes, but is not limited to, neglect of duty, dishonesty, engagement in acts that are contrary to East Baton Rouge Parish School System policy, unlawful activities, or any other conduct which is seriously prejudicial to the school system.

Technological Abilities:

To perform this job successfully, an individual must be proficient in general use of a computer, the use of Email as a form of communication, and other job-specific equipment, software, and/or applications.



Note: New employees coming to EBRPSS/current employees new to a position, must use the Verifent website to verify qualifying years of experience (outside of EBRPSS) aligned to the job description. All new employees to the district/current employees new to a position will receive 0 years of experience aligned to the job description until the verification of previous experience aligned to the job description is received.

[Verifent Link](#)

Experience verifications must be received in the Division of Human Resources within the first 6 months of employment in order to be eligible for a retroactive payment.