

Employee Signature _____

FACILITIES MAINTENANCE MANAGER
Classified Management – Director I Salary Schedule

DEFINITION

Under the supervision of the Assistant Superintendent of Business, the Facilities Maintenance Manager plans, organizes, coordinates, directs and supervises the maintenance, groundskeeping, Heating Ventilation/Air Conditioning, and operations of the school district.

EXAMPLE OF DUTIES

- Plans and supervises the maintenance and upkeep of buildings, grounds, and vehicles
- Plans and supervises the painting, carpentry, plumbing and electrical work necessary for maintenance of plant
- Plans and supervises inservice training of maintenance and custodial personnel
- Establishes a preventative maintenance program
- Evaluates use of staff and equipment
- Estimates and initiates action for supplies, materials, and equipment
- Provides inventory control and records
- Assists in the preparation of plans and specification for contract maintenance work
- Provides technical information on maintenance and operations methods and procedures to district staff
- Examines, tests and evaluates current and new materials used in maintenance and operations
- Studies and evaluates methods and procedures used in performing maintenance and operations duties
- Maintains compliance with A.H.E.R.A. (Asbestos Hazard Emergency Response Act)
- Ensures compliance with O.S.H.A. and H.V.A.C. inspection requirements
- Prepares and manages Five Year Deferred Maintenance Plan
- Develops programs to improve the efficiency of the District's maintenance effort.
- Performs or directs related duties as required

QUALIFICATIONS GUIDE

Knowledge of:

- Current procedures and practices in the operational field of building services
- Methods, tools, materials and equipment used in facilities maintenance and construction
- Methods of estimating projects and supplies
- Budget control procedures

- Methods, practices, equipment and supplies used in reinforcing steel, concrete, wood frame and brick and mortar construction
- Current construction costs and trends
- Methods and procedures used in the building trades and crafts
- Maintaining and operating heating and ventilating systems
- Scheduling, utilizing and evaluating personnel
- General safety procedures and practices
- Basic terminology, vocabulary and craft skills used in plant maintenance and operations
- Methods of maintaining school buildings in a safe, clean and orderly condition
- Applicable codes, regulations and safety orders

Ability to:

- Supervise, plan, organize, schedule and direct work in an efficient manner
- Interpret plans and specifications
- Negotiate costs of changes and estimate building costs on bids
- Plan and coordinate building trades and crafts work in maintaining school buildings
- Estimate cost of maintenance and repair work on buildings, grounds, and equipment
- Prepare accurate, concise oral and written reports.
- Understand and carry out oral and written instructions and policies
- Work cooperatively with others contacted in the course of the work
- Communicate effectively both orally and in writing
- Maintain current knowledge of new developments in the building, mechanical and electrical trades
- Understand and interpret A.H.E.R.A. rules for the district

Training and Experience:

Minimum Requirement:

- Three years experience in a supervisory capacity with emphasis in the construction, repair, and maintenance of large buildings

Desirable Qualification:

- Bachelors Degree
- Certificate and/or Trade License

Physical:

Good physical condition; able to pass required District physical.

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation

- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds frequently, and 150 pounds occasionally
- Able to carry up to 50 pounds frequently, and 150 pounds occasionally
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to work in restricted spaces in a safe and effective manner
- Able to work at various elevated heights on ladders, scaffolding, rigging and roofs in a safe and effective manner
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard
- Able to operate a vehicle in a safe and effective manner

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.