

SCHOOL DISTRICT OF ALACHUA COUNTY

MANAGER – FACILITY MAINTENANCE

JOB DESCRIPTION

JOB CODE:	810131	BARGAINING UNIT ELIGIBILITY:	No
FLSA:	Exempt	PAY GRADE:	11
CONTRACT CODE:	05	SALARY SCHEDULE:	Administrative

QUALIFICATIONS:

- (1) Bachelors degree from an approved accredited educational institutional;
- (2) Minimum of five (5) years experience in facility maintenance including three (3) years at a supervisory level; or
- (3) An equivalent combination of education and experience.
- (4) Certification as a Uniform Building Code Inspector.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of methods, materials, tools, equipment and practices of various construction and maintenance trades. Knowledge of Florida school laws and regulations as well as local school board policies and procedures. Knowledge of the equipment and facilities of the school district. Knowledge of all building codes. Ability to supervise and instruct maintenance and construction personnel. Ability to establish and maintain work schedules, budgets and procedures.

REPORTS TO:

Director, Executive -- Facilities

JOB GOAL

To provide effective leadership in the maintenance and appearance of buildings and grounds in the public school system.

SUPERVISES:

Assigned Personnel

PERFORMANCE RESPONSIBILITIES:

- *(1) Plan, develop and manage a quality facilities maintenance program for the District.
- *(2) Plan, schedule, supervise and report on the work of crews performing in-house construction or maintenance activities within the School district.
- *(3) Plan, promote, and organize training programs for personnel at all levels in the maintenance service program.
- *(4) Instruct personnel in safety programs and the use of tools and equipment.
- *(5) Interpret construction drawings and lay out work.
- *(6) Maintain time and material records of work orders.
- *(7) Oversee the timely ordering of materials to provide an adequate flow of supplies to the worksite.
- *(8) Coordinate work with other departments and the schools.

MANAGER -- FACILITY MAINTENANCE (Continued)

- * (9) Demonstrate proactive leadership and effective management skills to motivate and gain commitment of staff to facilitate task accomplishment.
- * (10) Utilize appropriate strategies to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- * (11) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment actions.
- * (12) Be knowledgeable of and adhere to Board policies.
- * (13) Assist in the interpretation of programs, philosophy and policies of the district to staff and the community.
- * (14) Interact with parents, outside agencies, business and community to enhance the understanding of district initiatives and priorities and to elicit support and assistance.
- * (15) Represent the district in a positive and professional manner and demonstrate support for the school district and its goals and priorities.
- * (16) Monitor district compliance with applicable codes, rules and statutes.
- * (17) Keep abreast of legal requirements and proposed changes in areas of responsibility and provide advice to the supervisor as to their impact on the District.
- * (18) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- * (19) Attend meetings and conferences to promote professional growth and benefit the District.
- * (20) Maintain expertise in assigned area to fulfill project goals and objectives.
- * (21) Prepare or oversee the preparation of all required reports and maintain updated and accurate records.
- * (22) Develop appropriate Board agenda items pertaining to areas of responsibility.
- * (23) Communicate effectively with staff members, administrators and other contact persons using tact and good judgment.
- * (24) Respond to inquiries and concerns in a timely manner.
- * (25) Model and maintain high ethical standards.
- * (26) Adhere to applicable safety standards.
- * (27) Follow attendance, punctuality and proper dress rules.
- * (28) Maintain confidentiality regarding school/workplace matters.
- * (29) Serve on school/district committees as required or appropriate.
- (30) Perform other tasks consistent with the goals and objectives of this position.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel. **Job Description Addendum No. 01** Adopted: 7/20/10