



## FACILITIES MAINTENANCE MANAGER

Job Description  
9/15/2010

### Description of Work

#### Position Summary

Perform highly responsible leadership and managerial work for the Facilities Department.

#### Reporting Relationship

Report to the Facilities Director.

#### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Perform a full range of managerial, administrative and supervisory functions commensurate with the level of this position; supervise the facility maintenance planner and lead trades staff.

Research methods, procedures and techniques for department improvements and develop plans for their implementation. Conduct research and analysis; develop and submit reports and recommendations on maintenance issues.

Prioritize scheduling and assignment of repairs and routine maintenance of all School District facilities.

Review and approve plans, drawings, specifications and cost estimates for maintenance projects, modifications and related engineering work.

Direct the management of all records on operations and maintenance.

Assist in the development and prioritization of deferred maintenance construction projects.

Assist with interpreting and implementing joint use and leased building site maintenance and building maintenance agreements.

Develop and monitor the equipment/vehicle maintenance and replacement program for the Facilities Department.

Monitor and track the effectiveness and associated costs of contractual services supplied to the Facilities Department.

Coordinate, staff, track costs and monitor progress on district-wide deferred maintenance projects.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

## **MANAGER, FACILITY OPERATIONS AND MAINTENANCE**

### **Knowledge, Skills and Abilities**

Considerable knowledge of the laws, rules and regulations relating to building maintenance and operations.

Considerable knowledge of management theories and techniques.

Working knowledge of the use of computers and computer technology as it relates to building construction and management; especially automated work order management software.

Working knowledge of the compliance and reporting requirements of regulatory agencies.

Considerable leadership and conflict management skills.

Considerable interpersonal skills.

Considerable skills in the management of public sector personnel represented by bargaining groups.

Considerable ability to communicate effectively, both orally and in writing.

### **Minimum Qualifications**

Bachelor's degree in engineering, management, construction management or a related field and five years of experience in the management of building maintenance.

### **Preferred Qualifications**

- Experience in a public school or other public sector entity.
- Experience in a construction-related field.
- Knowledge of the trades sector (e.g., electrical, pipefitting, plumbing, sheet metal work or related areas).