Director of Facilities and Grounds

Purpose Statement
The job of Director of Facilities and Grounds is done for the purpose/s of managing the District's maintenance, custodial and grounds services; overseeing the hiring and development of department employees; preparing and managing department budget(s); providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines.

This job reports to Chief Operations Officer

ESSENTIAL Functions

- Collaborates with a variety of internal and external personnel (e.g. other administrators, department employees, contractors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.

- Directs department operations, the maintenance of services and the implementation of new programs and/or processes (e.g. building repairs/remodels, preventive maintenance, custodial activities, grounds and athletic field care and maintenance, etc.) for the purpose of providing services within established timeframes to ensure their availability, cleanliness and safety in compliance with related requirements.

- Inspects building sites, completed construction, remodels, repair work, projects, equipment and daily maintenance results for the purpose of identifying areas of concern and ensuring that tasks are completed efficiently, specifications are within regulatory requirements, and approving inspection reports and payment requests.

- Manages department expenses, budget usage and bill payment for the purpose of maintaining proper accounting practices and ensuring that District and department goals and objectives are met within budget projections and constraints.

- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.

- Oversees the development of cost estimates and contractor services for the purpose of ensuring that District and department goals and objectives are met as effectively, safely and efficiently as possible.

- Oversees department personnel functions (e.g. interviewing, hiring, evaluation, supervision, discipline, transfers, etc.) for the purpose of maintaining adequate staffing, enhancing the productivity of department personnel and achieving objectives on time and within budget.

- Plans and facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, providing safety and in service information and serving as a District representative.

- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget documents, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information in written and verbal formats for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: use of industrial tools and equipment; operating office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; technical writing; personnel management; basic finance and budgeting; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; coordinating multiple projects with frequent interruptions and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 35% sitting, 35% walking, 30% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

Asbestos and hazardous material certifications preferred
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.