



# Board of Education



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**Dr. Rydell Harrison**  
Superintendent of Schools  
860-945-4801

PLEASE POST

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## MEMORANDUM

TO: All District Staff  
FROM: Dr. Rydell Harrison  
Superintendent of Schools  
RE: ANNOUNCEMENT OF VACANCY  
DATE: April 27, 2020

.....  
This is to inform you that the following vacancy exists 2019/2020 school year

### **FACILITIES MANAGER** **Watertown Public Schools**

#### **Job description/requirements attached**

The Director of Operations is responsible to develop, adjust and implement best practices for operations, repairs, renovations, alterations and preventative maintenance of all school buildings, grounds and related utility systems.

Please apply online at [www.watertownps.org](http://www.watertownps.org) and specify **JOB ID #1215**

Internal Deadline – Until Filled  
External Deadline – Until Filled

All application materials must be submitted online, through Applitrack; with an updated resume, letter of interest and three (3) current letters of recommendations; should you have any difficulty in submitting your online application, please contact 860-945-4805.

*\* District reserves the right to close the posting if a suitable candidate is found prior to the external closing date.*

CC: All District Staff, Tom DiStasio, Business Manager, Payroll/HR/Benefits

## **FACILITIES MANAGER**

### **General Scope of Function**

- Oversight and Supervision of plant and facilities; administration of personnel functions.

### **Areas of Responsibility**

- Oversee operations and long range planning of plant and facilities
- Handle personnel matters for Custodial/Maintenance staff including negotiations and grievance procedures
- Manage, plan, and utilizes effective decision making in areas of responsibility
- Provide information to management for decision making
- Supervise and evaluates Custodial/Maintenance staff
- Develop and compile reports in areas of responsibility
- Represent Board of Education and Superintendent at meetings as delegated

### **Reports To**

- Superintendent of Schools

### **Works With**

- Superintendent of Schools
- Director of Curriculum & Instruction
- Business Manager
- Director of Student Services
- Building Principals

### **Qualifications**

- Bachelor's Degree preferred
- Successfully completed a minimum of three years of work in public or private business administration, such work to have involved the following areas:
  - a. Operation of maintenance of plant
  - b. Administering personnel functions
  - c. Collective bargaining
- Knowledge of computers and ability to use and operate computers
- Proficiency in oral and written expression
- Supervisory and evaluative ability
- Effective rapport with diverse groups

### **Work Year and Scheduling**

- A twelve-month Salaried Position

### **Specific Assignment(s)**

- Supervise the bids and awards for departments which fall in areas of responsibility, e.g., facilities and maintenance.
- Ensures that a current inventory of instructional and non-instructional equipment and furnishings is available
- Is ultimately responsible for the operation and long range planning of plant and facilities
- Articulates the inservice needs of staff as required, e.g., sexual harassment training, lifting training, etc..
- Attends meetings of the Board of Education as required
- Completes State reports as assigned
- Assumes other functions as delegated by the Superintendent of Schools