



Facilities Director
Bloomfield Public Schools
Bloomfield, Connecticut

Bloomfield Public Schools seeks an outstanding experienced candidate to fill a vacancy as Director of Facilities to join our team in Bloomfield.

The Director of Facilities oversees all aspects of custodial and maintenance operations of the district managing a staff of 30 as well as functions as the district's transportation coordinator. The successful candidate will have experience overseeing all aspects of maintaining the district's seven buildings encompassing 559,223 square feet of facilities and develops and controls maintenance operations budget including transportation and utilities.

Connecticut certification as a business manager (085) is preferred but not required.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Directs, plans, and schedules all maintenance, repair, grounds keeping, security, custodial requirements, and capital improvements for the school district.
- Schedules routine and preventative maintenance, cleaning and inspection of grounds, buildings, structures, plumbing, electrical fixtures, appliances, HVAC equipment and other facility components.
- Supervises all custodial and maintenance staff to include but not limited to: evaluating, scheduling, assigning, training, and reviewing the work of custodial/maintenance personnel.
- Ensures that physical plant conditions are in compliance with safety and health standards and consistent with all applicable laws.
- Coordinates and oversees in-district regular transportation services including field trips.
- Develops and maintains the annual and long-term budget for the district's facility services operations.
- Assists the Chief Operating Officer in developing a long-range capital improvement and capital equipment Purchases, determining specifications pertaining to supplies, materials, equipment and local contract work for the department.
- Responsible for bidding all purchase service contracts including but not limited to life safety testing and maintenance functions as required by State and Federal regulations.
- Keeps accurate records in relation to the system's buildings (age of building, age of roof, major renovations, etc.).
- Prepares written and/or oral reports and presentations, in response to requests made by the Board of Education, administration, etc.
- Performs additional duties as directed by the Chief Operations Officer and/or Superintendent.
- Significant knowledge of: plumbing, electrical, HVAC operations and general building maintenance
- Significant knowledge of building, fire and waste disposal codes.

The salary range for this position is competitive and includes a comprehensive benefits package.

Resume review begins immediately.

When completing an application on line, please be sure to attach a thoughtful cover letter along with a resume, transcripts, and 3 letters of recommendations to be considered a complete application. Online applications are to be completed and submitted by the end of the day on **Thursday, December 24, 2020.**

Applications can be submitted at www.blmfld.org.

Bloomfield Public Schools is an Equal Opportunity Employer