



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
TALENT DEVELOPMENT OFFICE

Director of Facilities

POSITION SPECIFICATIONS

REPORTS TO

Under the general supervision of the Chief Operations Officer.

PRIMARY FUNCTION

- Oversees the operation, maintenance, repair and improvement of all school district buildings, grounds and equipment, including school construction projects.
- Assists in formulating the operational policies and procedures to ensure efficient and safe operations.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Motor vehicle operator's license or ability to provide own transportation.

EDUCATION

- Bachelor's degree in engineering, industrial technology, business administration, management or related area.
- Master's degree desirable.

EXPERIENCE

- Minimum five years of experience in building construction and maintenance, preferably in a school setting.
- Minimum five years in a management/supervisory position.
- Demonstrated knowledge of federal, state and local building codes, ordinances and regulations regarding construction, occupational safety and health, and recordkeeping.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of standard operating procedures and trade tools for all custodial and maintenance operations.
- Ability to develop and implement construction, custodial and maintenance projects.
- Ability to read and interpret construction plans and specifications, blueprints, permit requirements and test reports.
- Ability to identify non-conforming materials, workmanship or deviations from plans.
- Ability to organize and coordinate work with administrators, custodial and cleaning staff, maintenance personnel and others.
- Ability to establish oral or written work orders and draft other communications for distribution to staff.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.
- Ability to draft written reports regarding construction, maintenance, repair and improvements of school buildings and grounds.
- Ability to engage in self-evaluation with regard to leadership, performance and professional growth.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Develops plans, policies and procedures for school district operations and facilities in conformance with all federal, state and local codes, ordinances and regulations.
- Observes work in progress to ensure that policies, procedures, plans and occupational safety and health requirements are followed and that materials used conform to specifications.
- Inspects finished work to ensure compliance with specification plans and any applicable regulations.
- Inspects school district buildings, grounds and operating functions to ensure that they are being maintained as needed; determines work procedures as needed.
- Coordinates activities of outside contractors.
- Supervises custodial, maintenance and security employees with regard to their job duties and responsibilities.
- Ensures that the work relating to the repair, maintenance and improvement of school facilities is properly carried out.
- Interviews applicants, recommends hires and oversee training for custodian foremen, maintenance foreman, and all employees in custodial, cleaning and maintenance job positions.
- Prepares accurate reports in a timely manner as required.
- Authorizes requisition of supplies and materials and payments to outside contractors.
- Works cooperatively with inspectors, contractors, architects and others, as needed, to administer and implement construction, repair or improvement projects.
- Develops annual budget for all school district construction, maintenance and repair projects and improvements.
- Prepares meeting agenda for School Building Committee and Board Facilities Committee and attends meetings.

ADDITIONAL DUTIES

Performs all other related functions assigned by the Superintendent and Chief Operations Officer.

EQUIPMENT

- Uses state of the art technology available to assist in preparing reports and presentations including personal computer and appropriate software, printer, digital camera, scanner.
- Uses standard office equipment.

TRAVEL REQUIREMENTS

Frequent travel to all school district buildings, city/state agencies and professional meetings as required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary range: \$120,000 - \$140,000.

Exempt position.

Benefits as determined by individual employment agreement.

WORK SCHEDULE

- Works in standard office and school building environment.
- Ability to organize multiple tasks and conflicting time constraints.
- Occasional work in poor weather conditions including heat, cold, rain or snow.
- Standard work schedule plus work beyond regular business hours as needed to perform duties of position.
- Must attend meetings of Board of Education, School Building Committee, Board Facilities Committee and Common Council, along with other meetings as required.

UNION AFFILIATION

Not applicable.

FUNDING SOURCE

Local funding.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

CREATED: 02/2020 KK
PERSONNEL REVIEW: 02/24/2020
BOARD APPROVED: 03/02/03