

AMITY REGIONAL SCHOOL DISTRICT NO. 5
Bethany Orange Woodbridge
25 Newton Road, Woodbridge, Connecticut 06525
(203) 397-4861

May 1, 2020

POSTING

POSITION AVAILABLE

POSITION: F/T – Director of Facilities

SCHOOL: District-Central Office

START DATE: August 20, 2020 – Approx.

SALARY & BENEFITS: Salary Range \$110,000 ~ \$120,000
(based on experience)

DEADLINE: May 31, 2020 or Until Filled

RESPONSIBILITIES: See job description below

REQUIREMENTS: A bachelor degree in business administration, facility management, or related fields ~**OR**~ 10 years’ experience commensurate with the areas of responsibilities.

INTERNAL APPLICANTS: Send letter of interest to
Terry Lumas at terry.lumas@amityregion5.org

EXTERNAL APPLICANTS: Visit www.amityregion5.org to apply online via Applitrack

QUALIFICATIONS: Experience in the planning, organizing and directing all facets of operation, maintenance and repair of buildings and building equipment systems. Significant knowledge of or ability to learn building, fire and waste disposal codes. Certification or willingness to obtain (at Board expense) Asbestos Management Certification. Ability to read and interpret blueprints and technical specifications. Thorough knowledge of custodial operations and grounds management.

REQUIREMENTS: At a minimum, the applicant must possess a bachelor degree in business administration, facility management, or related fields OR 10 years’ experience commensurate with the areas of responsibilities.

REPORTS TO: Director of Finance and Administration

Performance Responsibilities:

1. Communication and Coordination

- a. Serve as the District's liaison for all building projects by attending all Building Committee meetings, Owner's meetings, and other meetings, as necessary, providing all reasonable requests for information and assistance, and initiating activities and involvement of District staff.
- b. Confer at least weekly with all Principals on general facilities and maintenance needs and the performance of custodial personnel in carrying out both scheduled work and day-to-day assignments.
- c. Cooperate with each Principal in the operation and maintenance of his/her building.
- d. Confer weekly or as needed with the Director of Technology to monitor installation, operation and/or repair of security equipment and infrastructure devices as related to each building.
- e. Confer with the Athletic Director on a regular basis for coordination of grounds keeping, athletic storage structures, special events and scheduled athletic events.
- f. Cooperate with the school faculty, particularly the Career & Technical Education faculty to facilitate student-learning projects.
- g. Cooperate with town building officials, such as the Fire Marshal, and make sure the District complies with Ordinances, regulations or other duly authorized directives.
- h. Serve as the District's Project Manager on large building and grounds projects. Meet with contractors, inspect project's progress are in line with bid specifications and industry standards, and communicate findings to the Building Committee, Director of Finance, and Superintendent.
- i. Attend and present at Board meetings as necessary to communicate projects status, bid awards, and budget requests.
- j. Maintain liaison with appropriate regulatory officials to ascertain current developments and procedures and make recommendations to implement.
- k. Conduct periodic inspections at least once a week of the buildings and grounds at each school and report findings to the Director of Finance and Administration and Principal.
- l. Provide a weekly status report to the Director of Finance and Administration, including but not limited to, status of projects, personnel issues, any problems or concerns or other issues that would reasonably be of interest to the Director of Finance and Administration.

2. Budgeting and Purchasing

- a. Prepare the Facilities budget for review by the Director of Finance and Administration.
- b. Review the adopted Facilities budget on a monthly basis and provide a forecast with analysis of all maintenance accounts to the Director of Finance and Administration.
- c. Develop and update periodically a Five Year Capital Improvement Plan for facilities and grounds.
- d. Prepare bid specifications for bulk purchases, whenever possible, maintenance contracts, and other items for which the District spends \$10,000 or more in a year.
- e. Recommend brands of supplies and materials that produce good results and are economical in cost. Advantage of quantity purchasing shall be kept foremost in mind when recommending purchases.
- f. Institute all necessary procedures for effecting economies in purchase and use of supplies and equipment.
- g. Be responsible for developing an inventory of all supplies in the several schools, and when possible, plan for determining the rate of usage of such supplies in the several schools.

3. Supervision and Planning

- a. Share authority over all custodians with respective Principals and have direct authority over all tradespersons, groundskeepers and Facilities Coordinator.
- b. Maintain schedules of work for each individual building.
- c. Oversee the planning, development and implementation of all custodial and maintenance systems, procedures, standards, forms and controls to achieve an effective workflow and

utilization of equipment in coordination with the persons in charge of each of the buildings and its grounds.

- d. Establish guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
- e. Develop and implement a comprehensive District wide preventive maintenance program. Update as necessary.
- f. Responsible for the proper operation, maintenance and repair of buildings and building equipment systems.
- g. Institute a training program of all new custodial personnel and a refresher or remedial program for custodial personnel when found necessary.
- h. Assume initiative in making recommendations for improvement to the Director of Finance and Administration.
- i. Recommend appointments, transfers and dismissals to the Director of Finance and Administration.
- j. Prepare annual job evaluations of the Facilities Coordinator and all custodians. Custodian reviews are done in conjunction with Building Principal; prepare annual job evaluations for maintenance personnel with input from Principals.
- k. Inform the Director of Finance and Administration of any personnel performance problems and make recommendations as warranted for disciplinary action.

4. Asbestos and Safety Service Program

- a. Serve as District's Designated Person and makes sure the District is in full compliance with all laws and regulations relating to asbestos.
- b. Serve as District's coordinator of the Safety Services Program, including asbestos management; hazard communications; updating OSHA standards and regulations; underground storage tanks; training; pesticide notice, green cleaning, application, reporting; radon testing; and so forth.
- c. Assist the Director of Finance and Administration in the District's Tools for Schools Indoor Air Quality Program.

5. Personal Development

- a. Seeks assistance wherever needed.
- b. Attends workshops as appropriate.
- c. Possess a positive attitude.
- d. Takes initiative and provides leadership in scope of responsibilities.

6. Reliability

- a. Capable of working within a flexible schedule, which will require work beyond the normal eight-hour day shift including evenings, weekends and holidays as necessary. This will include, but not be limited to, attending evening meetings, emergency situations, supervising snow removal and sanding activities, supervision of night shift custodians and other unforeseen circumstances.
- b. Maintain a responsible attitude regarding performance and attendance.

7. Other Related Responsibilities

- a. Perform other reasonably related duties as assigned by immediate supervisor.

The Amity Board of Education does not knowingly condone discrimination in employment, assignment, program, or services on the basis of race, gender, color, religion, national origin, age, sexual orientation, disability, or unrelated abilities to perform the duties of the position.