

**Regional School District #10
Office of the Superintendent of Schools
Non-Affiliated Position**

- Position:** Facilities Director (12-month work year, minimum 40 hour work week)
- Location:** Regional School District #10
- Salary and Benefits:** 12 month position, non-union position with competitive salary and benefit package commensurate with experience.
- Reports To:** Director of Finance and Operations
- Starting Date:** TBD

Responsibilities:

- Develops and coordinates programs and plans for operations, improvement, safety and security of the facilities.
- Develops and oversees a comprehensive preventative maintenance and custodial program, including establishment of written protocols to ensure the proper care and maintenance of grounds, buildings, and equipment.
- Develops and administers a budget for the Facilities Department based on continual assessment of the condition of facilities, equipment and grounds to ensure their repair, maintenance and improvement.
- Oversees the purchasing of building services supplies, materials, equipment, and preventative maintenance contracts. Maintains control over supplies in inventory and insures proper storage and security of the supplies.
- Establishes a schedule for the inspection and appropriate maintenance of district facilities' equipment.
- Monitors warranties and guarantees for equipment and building services.
- Monitors and addresses environmental matters, such as but not limited to asbestos, water quality testing, and indoor air quality, as required by State mandated regulations and statutory requirements. Serves as the District's coordinator of asbestos management; hazard communications; ensuring OSHA standards and regulations; underground storage tanks; training; pesticide notices, application, reporting, radon testing; fire and other code requirements.
- Implements all local, state and federal laws and regulations related to building code, handicapped accessibility and building safety.
- Oversees community use of school buildings.
- Evaluates, manages, and provides staff development to the maintenance and custodial staff.
- Oversees the management of projects from bidding to completion of Board defined projects and/or State reimbursable grants.
- Coordinates and supervises contracted service companies. Inspects the improvement and renovation work performed by outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing payment.
- Assist the Superintendent of Schools in determining school schedule changes in response to weather related incidents.
- Respond to all emergencies within the area of responsibility on a 24 hour basis.
- Attend Board meetings and serve on district level committees, as required.
- Effectively communicate with school administration, departmental employees and town personnel.
- Adhere to all Board policies.
- Performs other duties as assigned.

Requirements:

- High school diploma or GED required. College degree and/or technical education highly desirable, minimum five (5) years experience in operational oversight; or equivalent combination of education, experience and training.
- Technical trade license a plus.
- High level of computer and communication skills, along with a working knowledge of finance, and administration.
- Experience with property management a plus
- Must hold and maintain a valid driver's license and a good driving record.

Date Posted: Friday, September 11, 2020

**Application
Deadline:** When filled

Application Procedure:

Please apply on-line at www.region10ct.org.

When completing an application online, please be sure to attach a thoughtful cover letter along with a resume, certification, transcripts and three letters of recommendation.

Regional School District #10 is an Equal Opportunity Employer and by policy does not discriminate against a person because of age, race, color, religion, sex, national origin and handicap or gender identity.