



Job Title: **Director of Facilities Services**

Department: **Facilities Services**

Supervisor: **Business Services Administrator**

Lane Placement: **Administrative Lane 7**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 1**

FLSA Classification: **Exempt**

JOB DESCRIPTION

The Director of Facilities is responsible for providing leadership and direction in custodial, the maintenance of the physical facilities, grounds and property of the District and in the modernization, replacement, and construction of new schools.

ESSENTIAL FUNCTIONS

- Any combination equivalent to: bachelor's degree in business administration, engineering, architecture or related field, and five (5) years experience in maintenance, grounds, contracting, or construction or related functions with at least three (3) years experience in a supervisory capacity.
- School business management including, facilities acquisition, construction, architecture, engineering, and maintenance.
- Applicable laws, codes, regulations, policies, and procedures affecting school business operations.
- State and local agency practices, policies, and protocol relating to school facilities.
- Building codes and other applicable laws, codes, regulations, policies, and procedures.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills. Plan, organize, direct, and resolve complex projects.
- Provide creative and effective solutions for meeting the facilities needs of the District.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Prepare comprehensive narrative and statistical reports.
- Develop and administer contracts for new school construction and major school renovation and modernization projects.
- Represent the District at state and local agencies and/or organizations.
- Assure compliance with safety practices and various code requirements.
- Understand and read blueprints and schematic drawings.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
 - Requires the ability to lift a minimum of ten (10) pounds.
 - Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.
- Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented*

All employees are required to participate in the District evaluation process.
 It is the employee's responsibility to review and adhere to all district policies and procedures.
 This information may be reviewed at www.canyonsdistrict.org

ADA _____

HR _____

Effective date: 6/9/2020