

Union Public Schools Job Description

Position Title: Director of Facilities Services
Department: Operations
Reports To: Assistant Superintendent for Support Services

FLSA Designation: Exempt

SUMMARY: Primary responsibility is to maintain a high level of service in the custodial, grounds, and warehouse areas in a manner that will ensure excellent operational conditions, without interruptions to the educational program.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Assumes primary responsibility for supervising custodial, grounds and warehousing employees to include productivity, evaluation and training.
- Assumes primary responsibility for interviewing and making employment recommendations for positions in the custodial, grounds, and warehouse services area.
- Assumes primary responsibility for supervising the Operations Department's personnel, payroll and budget functions.
- Ensures service to areas adhere to all safety and code requirements of the federal, state, local and Board of Education guideline.
- Makes independent, "on the spot, safe to operate" decisions concerning safety of students, staff and patrons.
- Orders and accounts accurately for material and labor relative to assignments, including maintaining an inventory and itemized costs on each assignment.
- Works well with supervisors and other members of the team.
- Supervises the equivalent of two or more full-time employees.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: Supervises the equivalent of two or more full-time employees by direct supervision of Operations Secretaries, Custodial Foreman, Grounds Foreman, Warehouse Foreman and Building Engineers.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: Minimum five (5) year's experience required. College degree or diploma preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: None.

LANGUAGE SKILLS: Ability to communicate effectively. Ability to write reports, business correspondence, memos, policies and procedures manuals. Ability to speak effectively before small groups of employees or organizations.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply basic algebra and geometry.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES: Ability to work well with both supervisors and other members of the teams. Ability to pass District written and physical exams. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward and may occasionally be required to lift up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The typical noise level in the work environment is usually consistent with that of an office environment. Occasionally, the employee will be required to work in a high noise level environment similar to a boiler/chiller room and equipment repair shop.