

ZANESVILLE CITY SCHOOL DISTRICT

JOB DESCRIPTION

TITLE:	FACILITIES MANAGER	REPORTS TO:	Superintendent
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JOB EXPECTATIONS Directs facilities management, planning, building renovations, and new construction. Oversees classified personnel including grounds, maintenance, and custodial. Oversees transportation department. Administers district wide purchasing, personnel, facilities and maintenance budgeting processes. Keeps the superintendent and treasurer informed about emerging issues.

- MINIMUM QUALIFICATIONS**
- Training and/or equivalent work experience in business support service industry required. Bachelor's degree in business administration or closely related field is strongly desired.
 - Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
 - Documentation of a clear criminal record.
 - Strong organizational, planning, and project management skills.
 - Supervisory experience in one or more of the identified business services.
 - Computer skills and knowledge of business and accounting software.
 - Ability to interpret and comply with safety regulations and environmental laws.
 - Meets all prerequisite qualifications to be bonded.

- RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**
- The following duties are representative of performance expectations. Reasonable accommodations may be made to enable a qualified individual to perform essential functions.
- Directs the effective delivery and continuous improvement of business services.
 - Develops maintenance and facilities goals and strategies to accomplish approved objectives within specified time lines.
 - Collaborates on long term campus/facility planning. Supervises new construction and renovation projects. Ensures compliance with building codes and ADA accessibility standards.
 - Schedules meetings with classified maintenance, custodial, grounds, and other staff as needed. Maintains effective communications to resolve problems and sustain progress.
 - Prepares the district in meeting state/federal safety regulations/requirements.
 - Works collaboratively with transportation department in assessing effective delivery of services.
 - Participates as an active member of the district's management team.
 - Principal reviewer of master facility plan
 - Assist in the development and coordination of the sections of the budget that pertain to custodial, maintenance, and food service personnel. Reviews and analyzes composition and costs of the labor force.
 - Confers with principals and supervisors to determine building needs based on budget variables and parameters. Uses auditing processes to analyze structure and costs in relationship to conditions of the district's finances and local economy.
 - Acts as the district's purchasing agent.
 - Confers with principals and supervisors to determine building/facility needs based on variables such as, but not limited to, enrollment; budget parameters; student and staff needs. Uses auditing processes to analyze building and facility costs.
 - Manages cost-control/energy savings and/or other programs. Prepares revenue and expense projections for school facilities (e.g., rental revenues/agreements/etc.).
 - Administers board approved permanent improvement budget.
 - Prepares competitive bid and quotes specifications, contracts with districts.
 - Recommends and monitors performance of contractors/vendors.
- Assist treasurer with the management of the district's non-consumable asset.
 - Regularly reviews and updates crisis planning with Director of Operations, building administration, and local police and fire agencies.
 - Oversees effective maintenance and custodial services.

The Zanesville City School District is an Equal Opportunity Employer. Zanesville City School District ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sexual orientation, disability, citizenship status, political affiliation, marital status or other human differences. The District has a policy of active recruitment of qualified minority employees.

Adoption date:
Revision date:

POSITION NO. 1.7

- Serves as the district liaison to governmental regulatory agencies and monitors compliance with safety regulations and environmental laws.
- Administers employment testing procedures for classified applications. Manages classified staff selection and orientation processes.
- Expresses high expectations and monitors classified staff performance. Collaborates with supervisors to improve staff competencies. Supports opportunities for staff to develop and/or improve skills. Holds staff evaluations.
- Ensures the equitable distribution of workloads and extra assignments.
- Expresses high expectations and monitors staff performance. Collaborates with supervisors to improve staff competencies.
- Assists with classified personnel wage and benefit negotiations as directed.
- Oversees the timely submission of reports, records, and inventories. Maintains district records for the maximum period mandated by law and/or board policy.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Promotes community partnerships that enhance district programs and services.
- Participates in professional growth opportunities, attends national, state, and/or regional activities that advance district goals.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district.
- Other duties as assigned by the Superintendent.

SKILLS REQUIRED

The following characteristics and physical skills are essential for the successful performance of assigned duties.

- Articulates a clear vision and provides leadership to advance the change process.
- Promotes a positive work environment and engenders staff enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Averts problems situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Organizes tasks and manages time effectively.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

SUPERVISORY RESPONSIBILITY

Under the direction of the superintendent: directs, supervises, and evaluates staff as authorized by board policy, administrative regulations, and contractual agreements. Assumes responsibility for the results of duties delegated to staff.

WORKING CONDITIONS

Exposure to the following situations may range from remote to frequent, based on circumstances and factors that may not be predictable.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.

EVALUATION

Job performance is evaluated according to the policy provisions adopted by the Zanesville City School District Board of Education.

TERMS OF EMPLOYMENT	260 contract days
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