

Weld Re-9 Director of Facilities

January 2019

Supervises physical plant operations including all buildings and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, faculty and staff. The individual in this position is responsible for the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, and ensuring the physical operation of the district meets budgetary and strategic objectives.

PRIMARY DUTIES AND RESPONSIBILITIES*

Directs, supervises, and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities

Directs, schedules, and oversees external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.)

Schedules and supervises maintenance workers engaged in building and grounds upkeep and repair; responsible for safety and security, electrical, plumbing, heating, air conditioning, and ventilation services

Develops and monitors department budget; orders equipment and supplies and monitors inventory; makes requests for capital outlay expenditures as needed.

Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems

Supervises custodial crew engaged in cleaning buildings and premises

Serves as administrator responsible for facility safety and meeting physical ADA compliance standards, works closely with staff and state officials to meet district and OSHA requirements

Prepares specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services; oversees site and building projects performed by outside contractors

Develops specifications for cost-effective campus energy management systems; supervises the operations, maintenance and repair of such systems

Ensures the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies such as local and state health departments as required

Evaluates the need for and arranges physical plant training sessions.

Oversees shipping/receiving activities

Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them

SUPERVISION – Works under the general supervision of the Superintendent

MINIMUM QUALIFICATIONS

- Bachelor's degree preferred.
- Five or more years of responsible experience in physical plant maintenance, with three or more years of supervisory experience, or; combination of education and experience commensurate with the requirements of this position
- Demonstrated ability to work cooperatively and collaboratively with faculty, staff, and administrators.
- Experience in operational and strategic planning as well as budget development
- Ability to effectively communicate ideas and information in written and oral format and have basic technology proficiency.

JOB DIMENSIONS – Knowledge of work, impact, quality improvement, self-reliance, work standards, teamwork, written communications, oral presentations, delegation, performance results, negotiation, initiative, analysis, decisiveness, dependability, planning & organizing, attention to detail, stress tolerance, judgment, commitment to district.

Weld Re-9 is an equal opportunity employer.

* This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.