



FACILITIES AND MAINTENANCE MANAGER

OBJECTIVE

- Oversee the maintenance of the physical school facilities and grounds in a condition of operating excellence, cleanliness, and safety, so that full educational and community use is ensured.
- Lead a department of maintenance and custodial personnel, whose major responsibility is to provide students and staff with safe, attractive, comfortable, clean, and efficient buildings and outdoor areas in which to learn, play, and develop.

Position Summary

Under the general direction of the Director of Facilities Management and Transportation Services, the Facilities Manager is responsible for daily operations and planning for the Facilities Management Department; coordinating, directing, supervising and evaluating a district-wide building and grounds maintenance program and related activities.

Supervisory Relationships

Receives direction from the Director of Facilities Management and Transportation Services. Provides direction/supervision to department supervisors. Provides indirect supervision, or in some cases direct supervision, to support staff, department professionals, or other Facilities Management staff, as assigned by the Director. Works in tandem with Construction Program (CIP) Manager and Transportation Manager.

Essential Functions

1. Plans, directs, and supervises activities and operations of the district's Facilities Management Department. Manages and oversees assigned areas for the purpose of ensuring all buildings and sites are appropriately maintained in accordance with accepted and established district standards.
2. Provides direction to grounds, custodial, and maintenance supervisors, ensuring delivery of a full range of building and grounds maintenance and repair, and supportive work functions; monitors the department activities in compliance with district objectives and quality control standards and work practices.
3. Supervises department and assigned personnel for the purpose of maximizing the efficiency of the workforce, meeting legal requirements and district objectives, and ensuring the provision of excellent customer service. Oversees employee supervision by working with supervisors and other key staff to select/hire, insure training, motivate, evaluate, and discipline department employees as necessary.
4. Develops and administers department budget (e.g. plans, controls, monitors, etc.) for the purpose of meeting department objectives in compliance with district financial guidelines.

5. Establishes and recommends priorities on repair projects, in collaboration with building and department administrators. Plans and oversees all department maintenance and repair functions, including emergency repairs.
6. Attends and/or facilitates meetings for the purpose of receiving and/or conveying information required to perform job functions. Collaborates with appropriate stakeholders for the purpose of receiving instructions, answering questions, scheduling work, carrying out assignments, and providing information about work in progress.
7. Prepares written materials (e.g. work schedules, work orders, solicitations, supporting materials, etc.) for the purpose of documenting and communicating activities as required.
8. Works independently to complete tasks with minimal direction from the director and exercises discretion appropriately for the best interests of the district.
9. Responds to emergencies for the purpose of addressing immediate safety and health concerns. Effectively assists the Eugene Police Department and/or school district officials in evaluation of school damage and expeditiously effects temporary repairs when needed.
10. Coordinates other areas as assigned by the director including, but not limited to, real property management (eg. easements, ROW acquisition, building leases, property disposition/acquisition, zone changes, etc.) and coordination with outside user groups (building rentals, City of Eugene, youth sports organizations, etc.).
11. Actively participates in planning and implementation of Capital Improvement Program in coordination with Construction (CIP) Program Manager.
12. Assumes responsibility for all facilities management functions in absence of the director.

Required Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of all types of building repair and maintenance, construction, and grounds maintenance.
- Principles and practices of preventive maintenance and custodial services.
- Public Contracting Code, Model Public Contract Rules, procurement procedures and contract administration.
- Federal, State, and local laws, codes, and regulations including safety principles and practice, and dangers/precautions associated with hazardous materials.
- Use of personal computer systems including word processing, email correspondence, and spreadsheet applications.

- Business, financial, and computer systems for capital improvement and facilities maintenance, management of human resources, materials, projects, work orders, and related matters.
- Human and group behavior as applied to staff supervision, training, team development, performance evaluation, and disciplinary processes.
- Employment practices, laws, regulations, and equal opportunity/affirmative action guidelines.

Skills in:

- Planning, organizing, assigning, and coordinating the activities of a complex organization.
- Interpersonal relationships. Character, personality, and proper social capability to relate effectively with culturally and ethnically diverse staff, students, and community.
- Leadership, decision-making, and building collaborative working relationships across all levels of personal interactions encountered during course of work.

Ability to:

- Plan, supervise, and direct the activities of a facilities management operation.
- Communicate clearly and concisely, both orally and in writing.
- Understand and execute oral and written instructions, policies, and procedures.
- Follow general safety and hazardous materials procedures.
- Apply and explain policies, procedures, rules and regulations.
- Define problems, to collect and analyze data, to establish facts, to draw valid conclusions, and to make decisions based upon available information and input.
- Think strategically and develop both short and long term plans to meet objectives.
- Organize and balance multiple projects and issues simultaneously.
- Establish and maintain working relationships with a wide range of individuals and groups.
- Supervise, train, and evaluate assigned staff.

Minimum Qualifications

- Minimum five (5) years of increasingly responsible experience in building construction or maintenance work of which at least three years shall have been in a supervisory capacity.
- Bachelor degree in business administration, engineering, architectural, and/or construction management, is highly desirable.
- Demonstrated ability to manage the fiscal and operational aspects of a large maintenance or construction organization, preferably in a public school setting.
- Proven experience in working collaborative with a variety of people at various levels and diverse backgrounds.
- Demonstrated ability to successfully supervise a large workforce engaged in maintenance and/or building construction activities.
- Valid Oregon driver's license.

(Note: Applicants may be considered who have comparable, but not identical, professional experience in public school maintenance or closely related field. To be considered, candidates must be able to demonstrate how their experience is equivalent to the stated minimum qualifications)

Work Environment

Work is performed primarily in an office setting along with frequent travel to and from all district locations. Will be available to fire and police departments on a 24-hour call basis when conditions warrant. Work activities may include climbing, bending, stooping, and kneeling. May be required on occasion to lift and carry up to 50 pounds. Occasional attendance at meetings or activities outside of normal working hours may be required.

(Note: The statements contained herein reflect the general details as necessary to describe the principle functions of this position, the level of knowledge, skills, and abilities typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.)

ADDITIONAL INFORMATION	
Employee Unit	4J Association (4JA) - Professional
Pay Grade	Grade 11
Developed by	Jon Lauch, <i>Director of Facilities and Transportation Services</i>
Reviewed and Approved by	Jon Lauch, <i>Director of Facilities and Transportation Services</i> Dr. Celia Feres-Johnson – <i>Director of Human Resources</i>
Last revised	3/2013;