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# East Haddam Public Schools

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## EAST HADDAM MUNICIPALITY and SCHOOL DISTRICT EAST HADDAM, CONNECTICUT

### POSITION SPECIFICATION

**Title:** Director of Facilities and Operations

**Reports to:** First Selectman/Superintendent

#### Mission

The mission of the East Haddam School District is to develop a community of lifelong learners who are prepared to become independent, creative and productive citizens for our diverse and ever-changing global society.

**Position Purpose:** The purposes of this position are to provide coordination of maintenance of all town/school buildings and facilities and to supervise work in public building maintenance. Work involves responsibility for the proper utilization of personnel, equipment, and supplies in the maintenance and repair of public buildings and is operationally responsible for daily accomplishment of maintenance activities, repairs, renovations, and capital projects. The Director of Facilities Management is required to exercise judgment in administering and implementing the department functions and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

#### **Primary Functions:**

- Under the general supervision of the First Selectman and Superintendent of Schools, has responsibility for administering, supervising, and directing daily, monthly, and annual maintenance and management of repairs, renovations, and capital projects related to Town/School District facilities
- Assists in formulating the operational policies and procedures to ensure efficient and safe operations

#### **Qualification Profile:**

##### Certification/License:

- Motor Vehicles operator's license or ability to provide own transportation

##### Education and Experience:

- At least five years of experience in building construction and maintenance, preferably in a school setting
- Demonstrated knowledge of federal/state/local building codes, ordinances, and regulations regarding construction, occupational safety and health, and record keeping
- Bachelor's Degree in engineering, industrial technology, business administration, management, or related area. Master's Degree preferred

**Knowledge, Abilities, Skills:**

- Knowledge: thorough knowledge of the principles and practices of facility management; strong knowledge of the federal and state laws and environmental regulations affecting facility management and custodial services; working knowledge of building mechanical systems; thorough knowledge of appropriate equipment and schedules of inspections used for building maintenance; knowledge of work hazards, safety practices and federal and state laws relating to safety; knowledge of methods to monitor utility use and recommend energy efficient improvements; knowledge of computer applications related to operations; knowledge of municipal budgeting; knowledge of capital budget and planning for major building renovation; knowledge of building trades
- Abilities: ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, standards; ability to analyze and interpret building maintenance regulations, specifications, codes, statutes, and administer and enforce them; ability to establish and maintain effective working relationships with other departments, state and federal officials, various groups, and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability to give written and oral instructions; ability to read and describe safety procedures; ability to understand and explain policies and procedures; ability to motivate employees; ability to understand basic building trades to ensure contractors complete projects effectively; ability to read and interpret blueprints and schematic drawings
- Computer skills: Microsoft Office, Outlook Express, and building management systems proficiency
- Skills: strong verbal and written communication skills; skill in motivating, training, directing, and supervising employees; aptitude for working with people and maintain effective working relationships with various groups to promote the best possible delivery of building maintenance services; skills associated with handling numerous projects at one time; administrative and organizational skills; skills related to inspecting various buildings and equipment

**Essential Performance Responsibilities:**

- Ensure safe and efficient operations of town/school buildings through proper custodial and building maintenance services such as elevator inspection, boiler inspection, fire extinguisher inspections, monitoring utility consumption, sprinkler inspection, etc. Maintains record of these inspections and all other building maintenance functions
- Responsible for maintenance and purchase of all building maintenance and custodial supplies and equipment necessary to provide facility maintenance
- Ensure compliance and quality control of all building cleaning and maintenance services by monitoring custodial and building maintenance staff
- Oversee telephone and video monitoring systems
- Prepare bids or obtains quotes for building trade contractors for various services to repair and maintain building systems; Monitor and oversee building trade contractors
- Develop plans for projects and estimate time and resources required to complete the work, prepare materials lists, and obtain necessary permits for the work
- Plan and coordinate short-term and long-range capital planning of building repairs and renovations

- Develop and maintain a preventive maintenance program for town/school buildings and facilities operating within the annual budget; that includes heating, air conditioning, lighting, and all other repairs, maintenance, and building systems
- Assure safe working conditions for employees through training programs as required by State and Federal Agencies; Manage MSDS sheets for custodial staff and enforce blood borne pathogen policy
- Develop facility policies and procedures and assign, train, and supervise staff
- Consult with First Selectman and Superintendent on such personnel actions as hiring, termination, and discipline
- Conduct required inside and outside inspections of buildings, equipment, lighting, building systems, etc.
- Develop strategic preventative maintenance plans
- Develop plans, policies, and procedures for town/school district operations and facilities in conformance with all federal, state, and local codes, ordinances, and regulations
- Observe work in progress to ensure that policies, procedures, plans, and occupational safety and health requirements are followed and that materials used conform to specifications
- Inspects finished work to ensure compliance with specification plans and any applicable regulations
- Inspect town/school district buildings, grounds, and operating functions to ensure that they are being maintained as needed; determines work procedures as needed
- Coordinate activities of outside contractors
- Supervises custodial and maintenance employees with regard to their job duties and responsibilities
- Interviews applicants, recommends hires, and oversees training for custodian foremen, maintenance foremen, and all employees in custodial, cleaning, and maintenance job positions
- Prepare accurate reports in a timely manner
- Works cooperatively with inspectors, contractors, architects, and others, as needed, to administer and implement construction, repair, or improvement projects
- Prepare and monitor operating budget for all town/school facilities maintenance and repair; present budget and capital budget

**Additional Duties:**

- Perform similar or related work as required, directed, or as situation dictates
- Continue professional development; keep abreast of new methodologies
- Assist with supervision of staff during critical storm events and emergencies
- Must be “on call” day or night to address building issues such as vandalism, emergencies, mechanical failures, etc.
- Assist other department staff as needed to promote a team effort to serve the public
- Perform all other related functions assigned by the First Selectman or Superintendent

**Equipment:**

Uses state of the art technology available to assist in preparing reports and presentations including personal computer and appropriate software, printer, digital camera, scanner. Also uses standard office equipment

**Travel requirements:**

Frequent travel to all town/school district buildings, city/state agencies, and professional meetings as required

**Terms of Employment and Work Schedule:**

- Works in standard office and town/school building environments
- Occasional work in poor weather conditions including heat, cold, rain, or snow
- Standard work schedule plus work beyond regular business hours as needed to perform duties of position
- Must attend meeting of Town/Board Committee meetings as needed
- Salary and benefits as set forth in contract

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility*

*mbi/January, 2013*

