

Policy GFBHA-1: Job Description: Facilities Manager

Status: DRAFT

Original Adopted Date: 01/11/2021 | **Last Revised Date:** 06/10/2024 | **Last Reviewed Date:** 06/10/2024

Position Summary:

This position is responsible for providing a suitable environment for the students and staff in the facilities of the district.

Minimum Qualifications:

- Experience supervising maintenance personnel
- Ability to accept constructive criticism for the purposes of improvement
- Ability to manage a team
- Ability to understand and operate Siemens Building automation systems
- Ability to use power tools, hand tools, test equipment
- Knowledge of Local, State and Federal building codes, with the ability to install materials to code.
- Knowledge of Automatic Building Control systems
- Ability to work independently, with minimal supervision
- Valid Driver's License
- Strong interpersonal skills as well as written and oral communications skills are essential.
- Good physical condition and ability to lift fifty (50) pounds

Reports to:

Assistant Superintendent of Support

Supervises:

This position supervises all maintenance staff.

Areas of Responsibility:

- Monitors and suggests improvements for all facilities and their upkeep district wide.
- Manages the HVAC Technicians
- Works with the Superintendent/Assistant Superintendents to maintain suitable environments for the students and staff at all facilities in the district.
- Makes replace or repair decisions
- Directly or indirectly receives cost estimates for new installations/complete replacements.
- Oversees new construction activities through on-site inspections and periodic meetings
- Maintains records of filter replacements and preventative maintenance tasks
- Maintains digital inventory of all HVAC systems
- Maintains records of chiller/water tower treatments
- Maintains records of repairs using a work order system
- Maintains warranty information for all construction projects, purchases and repairs
- Assures that general contractors are meeting their requirements based on construction meetings, project plans, and federal, state, and local requirements
- Performs related duties as assigned

Working Environment:

Required to work at heights or in narrow spaces to service equipment; required to visually concentrate on detail; required to stand for prolonged periods; exposed to high noise levels and hazardous chemicals; periodically required to lift and carry heavy supplies or equipment; occasionally required to wear protective clothing; occasionally required to work outdoors in inclement weather. Constant safety awareness required. On call for emergencies. Requires

travel between work sites. Works in all weather conditions unless otherwise notified, at heights and in enclosed spaces with limited access. Occasionally works overtime, including weekends.

Terms of Employment:

This position is a non-exempt position that will be paid in twelve (12) monthly payments with the hourly rate being based on working 245 days, 1,856 hours annually (232 days).

The salary scale is GGBP
