

Job Title: Director of Facilities and Safety Services

Reports to: Superintendent of Schools or Designee

Supervises: All Safety, Facility Maintenance and Custodial Personnel

Nature and Scope of Job: Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

Maintains a safe and secure environment for students, employees and visitors using the all hazards approach by helping to develop, establish and enforce safety and security policies, access control procedures, accident prevention efforts, support risk management efforts, fire safety, emergency management, asset protection, parking control and traffic enforcement programs.

Qualifications:

- Have excellent leadership and organizational skills and the ability to motivate people.
- Have at least five years of experience in facilities management, safety management, construction and/or property management, with a minimum of three years in a supervisory capacity.
- Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
- Have excellent integrity and demonstrate good moral character and initiative. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate the ability to use computers for word processing, data management, and telecommunications.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Job Functions and Responsibilities:

- Lead, organize, manage, and supervise all facilities, maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.

- Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics
- Develop and implement the multi-year Comprehensive Maintenance that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district.
- Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
- Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend to the Superintendent or principal any improvements needed.
- Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
- Monitor and recommend systems and procedures to ensure the security of all facilities.
- Develop and recommend the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.
- Maintain current drawings and engineering records describing district facilities, equipment, and grounds.
- Maintain the Fixed Assets Inventory of all equipment and other assets in facilities department
- Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations. Assist the Superintendent and the Director of Business with the development and annual review of the district's Long Range Facilities Plan
- Approve the specifications and recommend contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
- Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Athletic Director and with principals in the preparation of playing fields and facilities for athletics and school activities.
- Communicate regularly with the Superintendent, Director of Business, principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
- Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.

- Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
- Operate electronic and other equipment needed to carry out job functions and responsibilities.
- Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
- Attend required meetings and serve, as appropriate on staff committees.
- Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries.
- Analyze all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
- Coordinates school safety compliance with federal, state and local regulations by studying existing and new requirements and overseeing and enforcing school-wide adherence to requirements.
- Coordinates with administration, School Principals, first responders, and other appropriate personnel working within the National Incident Management System.
- Conduct investigations as directed.
- Contribute to team effort by integrating safety, security and emergency preparedness measures into the organization's daily practices in a manner supportive of other departments and functions.
- Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Avoid actual or appearance of conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors.
- Adhere to federal statutes and regulations, Washington school law, construction codes, State Board of Education rules and regulations, Local School Board policies and procedures, and contractual obligations.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent, and not otherwise prohibited by law or regulation.

EVALUATION:

The Superintendent of her/his designee shall evaluate the Communication and

Community Outreach Coordinator in accordance with District Policy, this Job Description, and such other criteria as shall be established by the Board of Directors.

Pay and benefits to be negotiated with successful candidate.

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