

Jordan School District  
**ADMINISTRATION JOB DESCRIPTION**

Job Title: **Director of Facility Services (M80)**

Job Family: 01

Department: Facility Services

Lane Placement: X 4

Supervisor's Title: Administrator, Auxiliary Services

Contract: 242 Days

FLSA Classification: Exempt

Hours per day: 8 hours

Original date: 04/85 Revised: 03/92 Revised: 10/01 Revised: 10/10 Revised: 03/13Revised: 07/25 Revised: \_\_\_\_\_ Revised: \_\_\_\_\_ Revised: \_\_\_\_\_**GENERAL FUNCTION**

The **Director of Facility Services** is responsible for providing leadership and oversight of all District facilities and grounds. Incumbent is responsible for directing and coordinating construction, remodeling/renovation and maintenance of District facilities. Will oversee risk management, safety and security to ensure compliance with all District, local, State and Federal regulations regarding facilities. Responsible to oversee the necessary training and evaluation of all facility services staff.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- Prepare reports and materials for the Board of Education regarding activities of the facility services department and respond to requests as required.
- Implement Board goals, policies and guidelines that pertain to District facilities and property (e.g. construction, remodeling/renovation, maintenance).
- Serve as the designated building official for Jordan School District.
- Provide leadership and direction in planning and inspecting new construction, remodeling and renovation of facilities.
- Ensure that appropriate procurement procedures including cost effectiveness and accounting measures are followed in all maintenance and capital outlay projects.
- Support the District's efforts to inform the public and employees by responding to concerns and disseminating periodic communications to personnel as required.
- Support the Department of Human Resources in the employment, evaluation, compensation and discipline of employees and in the interpretation of policies. Assists in updating and creating job descriptions to accurately reflect job duties.
- Provide leadership and direction in the development and implementation of in-service and staff development programs as required.
- Monitor and manage allocated budgets for the department.
- Provide leadership and direction in the operation of buildings, grounds and equipment to assure adequate maintenance for physical facilities and property of the District.
- Provide for proper management of materials and equipment inventories.
- Ensure compliance and provide reporting to District, local, State and Federal agencies (e.g. USOE, State Fire Marshal, Board of Health, Risk Management, ADA, EPA, OSHA, ICC, etc.)
- Implement short and long-range planning procedures relating to capital projects and maintenance to include prioritization, development, implementation, accountability, management and evaluation.
- Keep abreast of current developments in facility management through participation in local, State and Federal training programs and organizations.
- This position requires punctual and regular daily attendance.

**NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

**QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in facilities management, business, construction or related field plus six to ten years successful job related work experience, or an equivalent combination of education and experience. Master's degree in a related field preferred.
- ICC certification (four-way inspection) highly preferred.
- Requires two years of successful supervisory experience.
- Requires a strong knowledge of policies, laws and regulations related to facility management (e.g. District, USOE, State Fire Marshal, Board of Health, Risk Management, ADA, EPA, OSHA, ICC, etc.).
- Requires knowledge and experience using all types of construction and maintenance equipment/systems currently operating in all schools.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from administrators, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, etc.).
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Requires a valid Utah Driver License.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment, including computer, phone, copier, fax, etc. Will drive a district vehicle.

**Physical Requirements – Not limited to the following:**

- Requires ability to lift a minimum ten pounds.
- Requires frequent sitting; occasional standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.
- Primarily an office environment with regular visits to school sites. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*