

Facilities Director

Pemiscot County Special School District

Job Title: Facilities Director
Department: Administration
Reports to: Superintendent
Classification: Exempt (*This is either exempt or non-exempt and is determined in accordance with the Fair Labor Standards Act. Remember, what the person does, not their title determines exempt status.*)

Job Summary:

The director of facilities is responsible for the maintenance and repair of all district facilities. This person is in charge of the administration, implementation, and organization of the school safety plan.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities:

An individual who holds this position must:

Process repair and maintenance requests

Maintain inventory of custodial/maintenance supplies and equipment

Implement and supervise the district's integrated pest management program

Evaluate maintenance and custodial staff

Assign duties to maintenance and custodial staff

Supervise grounds-keeping activities

Conduct routine and periodic inspections of facilities and grounds

Provide or arrange training for custodial and maintenance personnel

Develop priority lists for maintenance of buildings and prepares cost estimates

Supervisory Duties:

The Facilities Director has supervisory responsibility over custodians and maintenance personnel.

Qualifications:

Education:

High school diploma or equivalent or this job may be assigned by the Superintendent to a district administrator

Five years experience in custodial/maintenance supervision preferred

Certificates, Licenses, Registrations:

Safety Training

Advanced Safety Training

Skills and Abilities:

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Language:

The individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, training manuals, and instructions

Communicate direction and instruction to staff members

Prepare written reports

Speak one on one and in small groups

Computation:

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning:

Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

Technology:

This position requires skills in the use of computers and hand-held devices such as PDAs and phones, including the use of spreadsheets, databases and inventory management software.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands:

The individual who holds this position:

Is regularly required to walk, hear and speak.

Must have close moderate and distance vision ability

Must be able to travel between district facilities

Must be able to communicate in noisy environments such as construction sites

Attendance:

Consistent and regular attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment:

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

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The information contained in this job description is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.