POSITION DESCRIPTION

TITLE: Director of Facilities
LOCATION: Administrative Service Center
REPORTS TO: Superintendent
DEPARTMENT: Facilities

SUMMARY STATEMENT:
Evergreen School District is seeking applicants for the position of Director of Facilities who want to be part of a growing, dynamic school system. The successful candidate will manage and provide leadership for all facilities-related services, including buildings and grounds, custodial, facility planning, construction, and maintenance.

Reporting Relationships
Reports to the Superintendent. Supervises the Supervisor of Maintenance, the Facilities Rentals Clerk, and the Confidential and Clerical Staff in the Facilities Department. Administers the district’s contract for custodial services.

ESSENTIAL FUNCTIONS:
1. Supervises assigned staff; recommends for hire, evaluates, and disciplines staff; provides for appropriate training of staff; approves leaves and vacations; advises Superintendent of actions taken; directs the efficient, effective, and safe performance of division employees, including facilities, maintenance, facilities rental, and custodial personnel.
2. Monitors and controls the performance of the assigned departments to ensure conformance with district objectives, plans, schedules, and budgets; conducts needs assessments studies and makes recommendations; monitors variances and implements corrective action when needed.
3. Responds to and resolves divisional and departmental conflicts and concerns; prepares informational reports concerning district facilities and assigned operations for the Superintendent; ensures records are maintained for each department.
4. Develops long- and short-range plans and budgets for each department and submits for approval; reviews expenditures and approves purchases and/or submits to the Superintendent’s office for approval.
5. Interprets and applies district and governmental policies and regulations; participates in local, regional, and national associations; attends conferences, seminars, and other meetings; keeps abreast of developments in the field and provides information to division staff regarding current related technology and trends.
6. Directs the planning and construction of district facilities for small and large capital projects; oversees engineering activities and reviews and approves all projects and related budgets; oversees all bond issues and capital fund projects.
7. Assists in the negotiation of real property purchases for the construction and remodeling of schools.
8. Manages the district’s real property assets, including purchase, surplus, and sale. Manages easements and other property encumbrances for all district properties.
9. Manages, within broad parameters, the lease and rental of district properties; develops the formulation of policy and procedure for property lease and rental; negotiates payment schedules with lessees and coordinates rent collection with the business office; acts as district landlord for lessees.
10. Acts as Responsible SEPA Official. Coordinates collection of district project and future project data and issues threshold determination. Assures district responsibility and legality as set by RCW 43.21C. Supervises the review of proposed projects of other jurisdictions that may have impact upon the district. Supervises the preparation of the district’s SEPA response to proposed developments.
11. Oversees land use and discretionary permits on district properties; prepares, submits, and coordinates public presentations to city and county officials, hearing examiners, planning commissions, and architectural design boards. Advocates the district’s position to local and regional government concerning land use regulations, zoning, and community development codes and standards; represents the district on various local and regional committees.

12. Serves as district liaison to other governmental units for planning and property management partnerships/relationship activities; ensures that positive relations are maintained with other jurisdictions. Works with government officials in developing cooperative use of district property and/or transacting property-related business.

13. Coordinates growth mitigation and management issues with other governmental jurisdictions; manages and coordinates expenditure of school mitigation budget; assures that the district complies with county growth mitigation ordinances and state subdivision laws; advocates district’s needs and perspectives in growth mitigation/management decisions.

14. Develops and maintains the district’s capital facilities plan through revisions, modifications, data collections, and interpretation for compliance with Washington State’s Growth Management Act (GMA).

15. Conducts district-wide surveys and evaluations, including needs assessment, boundary reviews, housing starts, pupil projections, and other long-range planning data.

16. Directs the maintenance and repair of all district buildings and grounds; ensures that a thorough and broad knowledge of current methods, practices, and equipment are used in providing maintenance and custodial services.

17. Integrates and coordinates all building and grounds functions; oversees facilities’ utilization; plans and delegates work through assigned supervisory and/or management staff to accomplish necessary maintenance, repair, and operation work of the department; ensures proper maintenance, care, and utilization of the buildings and grounds department equipment.

18. Coordinates the district’s custodial services.

19. Directs and coordinates hazardous material management activities.

20. Manages the risk management and safety programs.

21. Supervises development and implementation of the state-mandated commute trip reduction program.

22. Is a contributing member of the Superintendent’s Cabinet and district management team.

23. Attends all School Board meetings and various other evening meetings.

24. Presents a positive image regarding the Evergreen School District.

25. Manages various projects delegated by the Superintendent.

26. Travel from location to location to accomplish tasks.

27. Performs other related duties as assigned.

OTHER RESPONSIBILITIES:

PHYSICAL DEMANDS REQUIRED:

MENTAL DEMANDS REQUIRED:

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a...
disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:

MINIMUM QUALIFICATIONS:
Education and Experience
Academic degree in one of the following areas: educational administration/planning, architecture, engineering (civil, electrical, or mechanical), or construction management.

Allowable Substitution
Additional closely-related experience may substitute on a year-for-year basis for up to two years of the required education.

Preferred Experience
• Successful multi-site facilities management experience.
• Five years of increasingly responsible management experience in facilities planning and construction, building maintenance and custodial services, or similar experience.

Knowledge, Skills, and Abilities
• Knowledge of management and supervisory principles and practices.
• Knowledge of governmental rules related to facilities construction, including building codes and requirements.
• Knowledge of building maintenance practices, equipment, materials, and techniques.
• Knowledge of skilled trades and craft practices.
• Knowledge of construction and maintenance practices involved in the building operations field.
• Knowledge of architecture and engineering.
• Knowledge of HVAC systems.
• Knowledge of purchasing practices and regulations.
• Knowledge of contract compliance issues as they relate to the position.
• Knowledge of principles and practices of safety and risk management.
• Knowledge of principles and practices of real estate management.
• Excellent interpersonal and public relations skills.
• Skill in developing effective written documents.
• Skill in making presentations.
• Skill in obtaining, clarifying, and exchanging information.
• Ability to perform under conditions of frequent interruptions.
• Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.
• Ability to make decisions and resolve complex issues in a timely, organized manner.
• Ability to plan, organize, prioritize, and supervise work assignments to assure timely and effective completion.
• Computer skills to develop and maintain accurate records of assigned activities and operations.
• Ability to maintain effective working relationships with a variety of people in diverse settings.

260-261 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ___________________________ Date: ________________

District: ___________________________ Date: ________________
Director of Facilities