

EAST VALLEY INSTITUTE OF TECHNOLOGY JOB DESCRIPTION

JOB TITLE: Facilities Director

DIVISION: District Office

STATUS: Full-time/Exempt

DEPARTMENT: Facilities

TERM: 12 months

GENERAL PURPOSE: Under general supervision the Facilities Director shall perform a broad range of duties and is responsible for supervising the maintenance of campus buildings and grounds, in addition to the supervision of the warehouse and deliveries, sanitation, and the security of the campus.

SUPERVISION RECEIVED: The District Superintendent shall supervise the Facilities Director.

SUPERVISION EXERCISED: The Facilities Director shall supervise the maintenance, grounds, custodial, security and warehouse staff.

ESSENTIAL DUTIES:

- ◆ Works closely with Supervisor, Campus Director, other EVIT staff and with local and state agencies to provide a safe environment for students and staff; continually monitors facilities with maintenance, custodial, grounds, and security personnel to ensure that buildings and grounds remains safe, secure, and well maintained.
- ◆ Plans, designs, and manages EVIT facilities and grounds; organizes and coordinates, and supervises all activities of maintenance, custodial, warehouse, security, and grounds personnel; prioritizes work orders with staff.
- ◆ Ensures the ongoing maintenance of sanitation, grounds work, and preventive maintenance of buildings, and equipment; ensures warehouse orders are checked, logged, and delivered to departments and staff on a timely basis.
- ◆ Works closely with Business Office personnel to provide written specifications for proposed capital projects relating to plant, buildings and grounds; reviews all proposals and may negotiate contracts with vendors per District procurement requirements.
- ◆ Monitors contractors and verifies that terms of contracts have been fulfilled before authorizing final payments.
- ◆ Responds to requests for emergency repairs.
- ◆ Works closely with Supervisor and Business Manager to develop facilities, grounds, security, and warehouse annual budgets; implements budgets following State and District policies and procedures.
- ◆ Remains on call 24/7 to address problems that may arise during non-work hours, i.e., emergencies, police calls, break-ins, fires, false alarms, etc.

- ◆ Conducts and/or coordinates staff training for maintenance, custodial, and grounds personnel to ensure the proper application of standard building, grounds maintenance/repair methods and techniques; provides yearly safety training for new and current employees.
- ◆ Monitors energy management and implements energy conservation and cost saving procedures.
- ◆ Monitors the operation and maintenance of the control plant equipment, including large capacity boilers, a chilled water system, and a computerized HVAC management control system.
- ◆ Periodically inspects buildings and grounds including parking areas to ensure proper care and appearance.
- ◆ Develops the annual preventative building maintenance program; calls for annual inspections of elevators, fire extinguishers, sprinklers and backflow system and HVAC system; monitors the work to verify that all phases are completed in a timely and efficient manner.
- .
- ◆ Develops a strong understanding of school policies and procedures, ADE requirements, etc.; upholds requirements and policies of the District.
- ◆ Initiates purchase requisitions for supplies, materials, and equipment following district and the Arizona Department of Education (ADE) procurement policies and procedures.
- ◆ Ensures that waste and byproducts of the District are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- ◆ Monitors renovation projects to improve efficiency and to ensure that facilities meet state and federal regulations, environmental, health, and security standards.
- ◆ Develops and implements procedures to improve productivity and customer service; ensures proper worker safety procedures and guidelines are maintained and applied to daily tasks; ensures adherence to building codes and quality.
- ◆ Develops preventive maintenance programs for equipment and vehicles to ensure they are kept in proper operating conditions; schedules equipment and vehicles for repair, service and/or maintenance in accordance with preventative maintenance schedules.
- ◆ Plans, develops and implements new methods and procedures designed to improve operations with effective utilization of labor and materials.
- ◆ Supervises records maintenance and retention of all areas as it relates to areas of responsibilities.
- ◆ Establishes and maintains all department files and records in a confidential manner pursuant to District and regulatory agency requirements; reviews documents for accuracy, completeness, and conformation to established procedures; files records and secures for Supervisor.
- ◆ Ensures that all required reports are submitted to funding and regulatory agencies on a timely basis.
- ◆ Attends Governing Board meetings and presents agenda items as requested.

- ◆ Participates on school committees as determined annually.
- ◆ Attends meetings and training per requirements of the Supervisor.

MINIMUM QUALIFICATIONS:

- ◆ Bachelor's Degree in Engineering, Architecture, Construction, Business, or Facilities Management required; *and*
- ◆ A minimum of five-ten years progressively responsible experience in plant facilities, grounds and maintenance operations; *and*
- ◆ At least three years of supervisory experience in building construction, maintenance or inspection work with specialized training in HVAC/R systems, plumbing, carpentry, structural, mechanical or electrical work, and grounds maintenance; *or*
- ◆ An equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Working knowledge of building, safety, and health codes for Arizona school districts.
- ◆ Must have current and valid Arizona driver's license and may be required to obtain various certificates of licenses such as HVACR certification.
- ◆ Ability to perform the manual tasks involved which include regular bending, crouching and stooping, regular lifting of objects that weigh 50 pounds, and climbing.
- ◆ Possesses strong organizational skills, must be detail oriented, and analytical; ability to analyze and resolve specific problems.
- ◆ Knowledge of record keeping procedures including the ability to collect and organize data and information.
- ◆ Ability to establish and maintain effective working relationships with faculty, supervisors, co-workers, other businesses and their personnel, and the general public.
- ◆ Knowledge and ability to analyze and understand rules and regulations, policies, and procedures, including a working knowledge of ADE and USFR for Arizona School Districts.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites.
- ◆ Possesses effective written and verbal communication skills including good grammar, punctuation, and spelling.
- ◆ Knowledge of standard office equipment, such as copiers, facsimile machine, scanners, etc.

- ◆ Ability to work independently and to manage multiple projects simultaneously with minimum supervision to meet schedules and deadlines in a timely manner.
- ◆ Ability to deal effectively with stress caused by workload, interruptions, and deadlines.
- ◆ Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence.
- ◆ Ability to work a flexible schedule.
- ◆ Must be tactful, decisive, have good interpersonal skills and sound judgment.

WORKING CONDITIONS:

- ◆ This position will work in variety of environments in a school setting. The position will work a standard 40-hour week between the hours of 7:30 a.m. – 4:00 p.m. However, the Facilities Director may work longer hours, often up to 50-60 hours per week. Generally, the Director may be required to attend meetings outside the normal work day, i.e., District Governing Board meetings, program or school meetings, etc. 30 minutes are allotted for lunch.
- ◆ The employee hired for this position will be provided a private office to work with clients, a desk, computer workstation, and telephone. The employee may spend 45% of work hours at a computer workstation and 55% walking throughout the campus, monitoring the work of maintenance, grounds and custodial staff. The Facilities Director will remain on call 24/7 to address a variety of problems that can arise during non-work hours, i.e., emergencies, police calls, break-ins, fires, false alarms, etc.
- ◆ The employee will interact with many types of personalities and other individuals, i.e. family members, friends, employers, or community members who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.
- ◆ The employee is eligible for paid Federal, State, and District approved holidays during the 12-month working period.
- ◆ This position may require lifting materials or equipment up to 50 pounds. Occasionally, as needed, the employee hired for this position may drive EVIT vehicles to conduct school and district business. Proof of a valid Arizona driver's license and personal insurance must be provided to the Human Resources Department at the time of hire. The employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate to high.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees.

I FULLY UNDERSTAND THE JOB DUTIES AND RESPONSIBILITIES THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR ON _____.

Employee's Signature

Date

Supervisor's Signature

Date