

## DOUGLAS COUNTY SCHOOL DISTRICT

### Position Title: Executive Director of Facilities Management

Reports to: Chief Operating Officer

#### POSITION SUMMARY

Manages and supervises the District's facilities maintenance, operations and construction program including sanitation, landscaping, building repair, energy management, facility use, environmental issues. Management of all matters related to District construction projects.

#### ESSENTIAL DUTIES & RESPONSIBILITIES

|   |     |                                                                                                                                                                                                                                                                                                                                                                                          |
|---|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| D | 30% | Hires and supervises Facilities Department employees, including managing other human resources functions, such as mentoring, training, resolving grievances, conducting performance evaluations, discipline, and terminations of administrative, professional, technical and classified.                                                                                                 |
| W | 10% | Collaborate with District stakeholders to plan and implement maintenance, operations and construction programs that align with BOE Goals & Executive Limitations, and approved business and budgeting practices.                                                                                                                                                                         |
| D | 15% | Ensures compliance with local, state and federal laws and regulations pertaining to K-12 school maintenance, operations and construction processes, including environmental and energy standards.                                                                                                                                                                                        |
| W | 5%  | Develops and monitors the maintenance, operations, and construction budgets, including analysis of budget expenditures and recommendations for on-going operational effectiveness.                                                                                                                                                                                                       |
| D | 10% | Serves as a Facilities Department spokesperson to school and community stakeholders and local safety officials in matters of mutual interest. Establish and maintain effective working relationships with governmental agencies, municipalities, developers, and other stakeholders for the clarification of construction, maintenance and operational standards set for public schools. |
| W | 15% | Supervises construction activities, including review of construction work/schedules, approval of change orders, applications for payments, material testing, final inspection and Certificate of Final Completion.                                                                                                                                                                       |
| W | 10% | Recommends and advises the Chief Operating Officer in prioritizing construction and/or service requirements, including design, planning, operations and cost estimating.                                                                                                                                                                                                                 |
| D | 5%  | Performs other related duties as assigned or requested.                                                                                                                                                                                                                                                                                                                                  |

## **MINIMUM EDUCATION OR FORMAL TRAINING**

Four years of college in Engineering, Construction, Facilities Management or any combination of education and experience.

## **MINIMUM EXPERIENCE**

Five (5) years experience in K-12 Facilities Management environment. Advanced supervisory experience; union environment preferred.

## **SKILL REQUIREMENTS**

Computer applications skills: Microsoft Office  
Basic accounting skills.  
Problem solving, organizational and analytical skills.  
Excellent verbal and written communication skills.  
Excellent customer service skills.

## **GENERAL EXPECTATIONS**

Is flexible.  
Has the ability to work cooperatively with supervisors and co-workers.  
Has the ability to understand and follow complex oral and written instructions.  
Has the ability to perform responsibilities without the necessity of close supervision.  
Has the ability to communicate with the school district community.  
Maintains a general positive attitude.  
Observes all District policies and procedures.

**LICENSES OR CERTIFICATIONS** -Valid Colorado Driver's License

## **ESSENTIAL ENVIRONMENTAL DEMANDS**

Mostly clean and comfortable.

## **ESSENTIAL PHYSICAL REQUIREMENTS**

Occasional lifting up to fifty (50) pounds  
Occasional bending, stooping, walking, standing, kneeling, squatting, climbing and reaching.

**SUPERVISORY DUTIES** – Administrative, Professional/Technical/Classified positions.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Percentages assigned to responsibilities are approximate, and subject to adjustment by supervisors. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

