



DIRECTOR, SCHOOL PLANT

GENERAL RESPONSIBILITIES

The position is responsible for all actions and activities related to maintaining all of the facilities within the school division. The position is also responsible for ensuring compliance with all School Board policies and regulations, local, state, and federal regulations and guidelines.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee the maintenance and functioning of building systems including mechanical, electrical, plumbing, fire/life safety, elevators, and controls/emergency management systems.
- Oversee the development, implementation, and maintenance of standard operating procedures for facilities systems, emergency response, workplace services and general department policies.
- Oversee a comprehensive energy management program.
- Oversee the environmental program.
- Provide direction and guidance for all maintenance activities.
- Collaborate with internal and external personnel for the purpose of implementing and/or maintaining facilities.
- Develop and maintain a comprehensive preventative maintenance program.
- Recommend priorities for planned maintenance projects.
- Coordinate response and actions for emergency situations.
- Develop the budget, approve expenditures, and ensure that expenses are within budget limits.
- Meet and collaborate on a regular basis with the administrative team to address issues and develop office policies.
- Oversee effective communication and change management of office policies at all levels.
- Perform personnel functions including interviewing, evaluating, supervising, directing action and activities, and leading the organization.
- Ensure that appropriate professional development activities are provided for personnel.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the basic principles and methods of mechanical and maintenance trades as applied to the repair of large buildings; general knowledge of basic architectural and engineering principles and concepts; thorough knowledge of the principles, practices, equipment, tools, and materials used in maintenance work; thorough knowledge of the hazard and safety precautions involved in maintenance work; ability to work independently; ability to respond to emergency situations at any time and to work unusual hours as required; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates; computer knowledge and skills.

EDUCATION AND EXPERIENCE

Master’s degree with emphasis in general school administration, facilities planning/management or a related field. Extensive experience in building maintenance including considerable supervisory experience in plant operation functions required.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

FLSA status: Exempt	Description: Rev. 5/10
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