



## **JOB DESCRIPTION**

<b>Job Title</b>	General Manager - Facilities
<b>Department</b>	Buildings & Grounds
<b>Reports To</b>	Executive Director of Business Services
<b>Classification</b>	Non-Affiliated
<b>Location</b>	Service Center
<b>Salary</b>	On schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## **Job Summary**

Working under the direction of the Executive Director of Business Services, the General Manager – Facilities is responsible for the management of processes, facilities, construction, trades, architectural, safety planning, and referendum work to support the public Prek-12 educational experience. This includes management of department personnel, operations, budget execution and construction projects.

## **Essential Job Functions**

- Coordinates all District bid projects from conceptual design through construction administration, and coordination of any consultant work.
- Develops and maintains District Comprehensive Plan and Capital Improvement Plan.
- Maintains records on personnel, purchasing, building data, building sites, maintenance work.
- Develops plans and specifications for remodeling projects, obtains estimates and executes contracts, and ensures quality of workmanship, materials, and equipment.
- Collaborates with staff and administration to develop solutions to building needs, including preparation of cabinetry plans and details.
- Collaborates with school administrators and the Safety and Security Manager to ensure emergency plans remain current and meet standards within the safety plan.
- Serves as a liaison between schools and architect and engineering consultants to review and update floorplans annually.
- Responsible for the planning, cost estimating, capital plan execution, and construction supervision.
- Supervises all Maintenance II staff including managing operations, setting maintenance standards, hiring/evaluating staff, managing maintenance coverage, and approving timecards.
- Maintains District catalog of facility material and equipment standards.
- Represents District during project design and construction management to ensure a positive outcome.
- Establishes and tests procedures for natural gas interruption and Electric Peak alerts.
- Coordinates with the General Manager - Operations to develop programs for energy management.

- Works in conjunction with the Safety and Security Manager to develop plans for enhanced building security and training of staff.
- Works closely with department personnel, administrators, and principals to coordinate construction and maintenance of facilities.

#### **Ancillary Job Functions**

- Shares responsibility for department expectations in absence of General Manager - Operations.
- On call for security, fire and other building emergencies that require a response.
- Serves on the Emergency Management Team, Student and Staff Safety Team, and participates and contributes to other committees as needed.
- Maintains certificates of insurance for entities working with the District.
- Performs other duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Buildings and grounds management experience.
- Technical degree or certification in facilities management, project management, construction, or a related field.
- Minimum of three years' supervisory experience.
- Demonstrated computer literacy.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in facilities-related field.
- Experience in school operations.
- Experience in project management.
- Certification in asbestos supervision and other health and safety disciplines.
- Certified or the ability to become certified as District LEED Safe Designee
- Minimum of five years' experience in Computer Aided Design (CAD).
- Knowledge of and experience in the use of REVIT

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Knowledge of building, fire, and electrical code requirements.
- Ability to organize and coordinate construction/remodel activities.
- Excellent management, leadership, and training skills.
- Knowledge of commercial construction.
- Knowledge of AIA contract documents.
- Knowledge of how building systems operate (mechanical, electrical, fire alarm, fire suppression systems, etc.).
- Ability to use Microsoft Office Suite and other software packages as required.
- Computer competency in a variety of programs.

- Ability to speak and write effectively to a variety of stakeholders.
- Knowledge and skill in problem solving, conflict management, budgeting, planning, and organizing.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to work a flexible schedule including evening and weekend hours as required.
- Demonstrates an understanding and use of culturally responsive practices.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, hazardous traffic conditions, extreme temperatures, oils, fumes/airborne particles, moving mechanical parts, risk of electrical shock, loud noise levels or potentially hazardous or cancer-causing agents/chemicals during inspection of construction activities.
- Requires standing and walking on hard surfaces.
- Requires work in the presence of mechanical equipment and noise.
- Requires inspections and construction supervision at District facilities, including grounds, roofs, and interior, tunnels, and sub-grade sites.
- Normal office environment.

**Physical Requirements** – The physical demands described below 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.

- Must be able to work at a desk/computer for extended periods of time.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- May be required to grasp, push, reach, stoop/kneel/crouch, and climb/balance.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors in order to observe and inspect construction sites.
- May occasionally be required to lift up to 25 pounds.