



POSITION DESCRIPTION

JOB TITLE: Sr. Director, Facilities & Maintenance Job Class: 0550		
DATE Updated	DEPARTMENT OR SCHOOL Finance and Operations	DIVISION Facilities and Maintenance
BARGAINING UNIT: District Executives & Cabinet		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Responsible for all activities performed within the Department of Facilities and Maintenance. Establishes overall objectives and initiatives of the Department to support the goals and long-range plans of the District.		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Oversees and directs the operations of the Department of Facilities and Maintenance services to include planning, design, development, construction and alteration of physical facilities ad property.
2. Prepares the annual Department budget, including the District's Capital budget. Implements adequate controls to monitor annual expenses.
3. Works to maintain effective District to community relations. Maintains communication links with field and central office administrators to ensure delivery of quality services.
4. Evaluates Department operations with a view towards streamlining. Prepares efficiency and cost benefit analyses to ensure that services are provided in a most cost efficient and responsible manner.
5. Monitors the performance of Department operations to ensure conformity to established policies, procedures, objectives and priorities.
6. Attends Board and various committee meetings, prepares presentations and makes recommendations pertaining to District, Department and Division issues that are associated with or have impact on areas of responsibility.
7. Develops, communicates and enforces standards, policies and procedures related to planning, operation, maintenance, repair, environmental and construction of buildings and grounds.

8. Ensures compliance of maintenance, operations and construction activities related to federal, state and local codes and ordinances.
9. Negotiates with contractors, architects and vendors for all construction projects and purchases for the Department.
10. Reviews and approves all final payments to contractors and vendors for the completion of formal contracts.
11. Recommends candidates for hire and conducts performance evaluations. Provides input and expertise when negotiating new labor contracts.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General direction only.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Total supervisory responsibility for seven employees, 5 managers and indirect responsibility for over 1,000 employees.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A Bachelor's degree in engineering, architecture or construction management, or a similar field is required. Certification as a Registered Professional Engineer or Architect is required per Administrative Policy 4.02.

Experience Requirements

Over ten years of experience in progressively more responsible positions in facilities management, including supervisory and successful budgeting experience.

Knowledge, Skills, and Abilities

Incumbent must have the ability to use independent judgment and to manage a wide-range of projects and responsibilities. Must maintain flexibility in scheduling numerous projects with varying deadlines. Knowledge of capital expenditure procedures is required. Knowledge of building design, construction, operations and maintenance is required. Outstanding interpersonal and community relations skills and the ability to work with a diverse population is required. Knowledge of financial principals and the ability to adhere to tight budgets is required. Knowledge of all federal, state and local codes and ordinances that effect facilities planning, design, construction and maintenance is required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Generally an office environment. Occasional visits to construction sites is necessary.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Work is generally that of an office environment. Limited exposure to physical risk is required. Movement from site to site is required.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.