

**EPPING SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: DIRECTOR OF FACILITIES**

**GENERAL DESCRIPTION:** The Director of Facilities coordinates and supervises the daily custodial and maintenance activities in the Epping School District to ensure the safe and efficient operation of all equipment and personnel utilized for district building and grounds activities. This includes scheduling work, employee supervision and employee evaluation.

**QUALIFICATIONS:**

1. Completion of Associates Degree, or equivalent in previous work experience.
2. Minimum experience should include at least 3 to 5 years of supervision in the operation of a commercial or institutional facility.
3. Considerable knowledge and experience of heating boilers, air conditioning systems, electrical systems, building and grounds maintenance and equipment repair.

**KNOWLEDGE:** Requires knowledge and experience of heating boilers, air conditioning systems, electrical systems, cleaning procedures, building and grounds maintenance and minor equipment repair. Requires knowledge of Federal, State and local codes and regulations involving construction, installation, fire, safety and sanitation.

**SKILLS:**

1. Possesses good human relation skills and is able to communicate well with others both verbally, in writing and by e-mail.
2. Possesses strong organizational skills to prioritize and deal with varying and unpredictable demands of day-to-day events as well as routine job requirements.
3. Possesses supervisory skills to manage staff, schedule work, perform evaluations, and initiate disciplinary action as necessary.
4. Possesses understanding of various Federal, State and local codes and regulations involving construction, installation, fire, safety and sanitation.
5. Possesses detailed knowledge of the services and repairs of all machinery and equipment located in the Epping School District.
6. Possesses a good working knowledge of building structures, heating and hot water boilers and ancillary equipment, including the twenty-four hour operation of all utility systems.
7. Identifies and resolves problems in a timely manner, develops alternative solutions, and responds promptly to district facility needs.
8. Prioritizes and plans work activities; uses time efficiently; organizes or schedules other people and their tasks.
9. Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status and position; accepts responsibility for own actions; follows through on commitments.
10. Observes safety and security procedures; uses equipment and materials properly.
11. Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.

**ABILITIES:**

1. Ability to work with minimal instruction and use own judgment for majority of tasks.
2. Ability to understand and operate computerized controls for HVAC, security and other facility systems.
3. Ability to refine existing work methods and develop new techniques, concepts or programs within established limits or policies.
4. Ability to meet with service contractors and vendors regarding the negotiation of contracts, agreements and guarantees.
5. Ability to set priorities and make appropriate decisions on repairs or assignments contingent upon availability of parts and manpower.
6. Ability to analyze facts and exercise sound judgment in arriving at conclusions.
7. Ability to be physically active from light to medium type of work.
8. Ability to supervise and train subordinate employees.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure; ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
10. Ability to perform duties both outside and inside in varying conditions including extreme heat, extreme cold and wet and/or humid, etc.

**CLASSIFICATION:** This position is designated as a year-round administrative position.

**REPORTS TO:** Business Administrator

**SUPERVISES:** Custodial staff, maintenance and grounds crew

**ROUTINE FUNCTIONS AND RESPONSIBILITIES:**

1. Assign routine work, manage and evaluate existing staff; train new staff; assist in hiring decisions; initiate disciplinary action when needed.
2. Receive work orders; coordinate and assign maintenance and repair requests received from building administrators and staff.
3. Assist in facility policy decisions; supervise expenditures and submit budget recommendations.
4. Implement all maintenance and general procurement of materials and parts, schedule installations and oversee that such repairs are accomplished in a safe and timely manner.
5. Authorize payment of bills and place orders for facilities supplies and equipment. Prepare bid items in accordance with district policy.
6. Formulate and implement preventative maintenance programs for utility systems, equipment and building maintenance.
7. Maintain accurate records with regard to annual inspection of equipment and general preventative maintenance.
8. Assist grounds and maintenance personnel with daily work assignments. Assist in custodial staff in buildings with daily work assignments as needed or required.
9. Respond to emergency or alarm calls outside of normal working hours either directly or through assignment to another staff member; and deal with security issues.

10. Prepare for and setup specialty school functions.
11. Assist in development of facilities master plan and facilities manual.
12. Design summer facilities and grounds projects, coordinating with building principals and staff.
13. Work with outside tradesmen on infrastructure improvements and repair (windows, HVAC, flooring, etc)
14. Serve on Building, Facilities, Safety and AHERA Committees; perform routine inspections of facilities and grounds noting hazardous substances and risk factors.
15. Work with school administration to determine school closures in times of inclement weather, unanticipated emergencies or other hazardous situations.
16. Determine the actual needs for material and equipment.
17. Maintain current MSDS sheets on all custodial chemicals used, and coordinate with science staff and building administration to be sure MSDS sheets on classroom chemicals are included.
18. Prepare the annual budget.
19. Make necessary contacts to various vendors in order to obtain information as to availability, prices and delivery.
20. Make appropriate assignments for corrective action and response in all immediate emergencies requiring skilled maintenance repairs.

The list of essential functions, as outlined above, is intended to be representative of the tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is required to drive.
3. Some tasks require oral communications ability. Employee is required to supervise staff and occasionally deal with stressful situations and resolution of conflict.
4. Tasks involve the ability to exert heavy physical effort in heavy work, with greater emphasis on climbing and balancing, but typically also involving some combination of stooping, kneeling, crouching, and crawling, and the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds).
5. Some tasks require the ability to perceive and discriminate odors.
6. Some tasks require the ability to perceive and discriminate depths. Most tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
7. Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations,

temperature and noise extremes, disease, pathogenic substances, and toxic/poisonous agents.

8. Position regularly involves work near moving mechanical parts.
9. Work is performed both inside and outside school buildings.

**TERMS OF EMPLOYMENT:**

1. Year round, full time, salaried position
2. Clear criminal background check
3. Verification of health to perform job
4. Valid driver's license
5. Administrative contract with salary and benefits as defined by School Board policy.

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.