Director of Facilities and Transportation

CAPE ELIZABETH SCHOOL DEPARTMENT

Job Description

TITLE: Director of Facilities and Transportation

SUMMARY: This is a responsible administrative position managing the facilities of both the Town and Schools of Cape Elizabeth and the transportation department.

QUALIFICATIONS:

I. Education/Certification: High School diploma, or equivalent, college degree or post secondary training in facilities maintenance field. Hold a valid State of Maine Criminal History Records Check Approval.

II. Special Knowledge/Skills:

    I. Demonstrated knowledge of the basic principles of construction, maintenance, cleanliness, safety and security.

    II. Demonstrated knowledge of the requirements for transportation of students.

    III. Demonstrated aptitude or competence in electrical, plumbing, heating and mechanical systems repair.

    IV. Demonstrated aptitude or competence in supervision and training of maintenance and custodial employees.

    V. Knowledge and experience in energy conservation and utility management.

    VI. Thorough knowledge of the proper handling of hazardous materials, including asbestos management, and maintaining of Safety and Material Safety Data Sheets.

    VII. Thorough knowledge of cleaning programs that encourage the use of green products and practices in schools and public buildings.

    VIII. Considerable knowledge of environmental regulations.

    IX. Must possess strong organizational skills.

    X. Ability to write specifications and to write reports to other officials.

    XI. Ability to communicate effectively.

    XII. Experience in preparing and administrating Facilities budget.

    XIII. Computer Literacy.

    XIV. Strong interpersonal skills in a team environment.

    XV. Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed below

    XVI. Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

III. Experience:

I. At least three years of experience in a supervisory capacity in either business, industry, or a governmental agency.

II. At least three years of experience in the area of planning and maintaining physical facilities.

III. Experience as a facility manager in an educational facility desired.

IV. Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO: Superintendent of Schools and/or Business Manager

SUPERVISES AND EVALUATES: All custodial and maintenance personnel with input from the head custodians and maintenance foreman, bus drivers, school bus maintenance worker, transportation scheduler and administrative assistant to director of facilities and transportation.

JOB GOAL: To provide students, employees and the community at large, with a safe, secure, clean, attractive, comfortable and efficient environment in which to learn, play, work and engage in personal growth and development and to provide an effective and efficient transportation system insuring safety of all riders.

PERFORMANCE RESPONSIBILITIES:

I. Selects and recommends persons to be hired, disciplined, discharged, or promoted.

II. Establishes and administers schedules and procedures for the regular, ongoing custodial and maintenance care of all buildings.

III. Oversees the scheduling of transportation including: routes, athletics and co-curricula trips.

IV. Oversees the scheduling of Town and School facility and field use.

V. Examines all buildings on a regular basis for needed repairs and maintenance, organizes, documents and implements a program of preventive maintenance for all buildings.

VI. Inspects all buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety, and security are maintained.

VII. Establishes and recommends priorities on repair projects and writes contracts.

VIII. Establishes an on-going five-year capital plan.

IX. Responsible for planning of ADA compliance for all buildings.

X. Orders requested materials, equipment and custodial supplies as needed and for inventory needs following the purchase order procedures.

XI. Tracks all work orders and log expenses in School Dude Maintenance program.

XII. Manage expense accounts with the supervision of the School Business Manager.

XIII. Maintain monthly account expense sheets for town and school review.

XIV. Consults with the Business Manager as to the need for services and/or repairs by outside contractors.

XV. Maintains a system for effective energy efficiency and recycling in all buildings.

XVI. Consults with building principals and town department heads regarding the establishment of regular preventive maintenance programs.

XVII. Advises on the hiring of contractors, architects and engineers and assigns work orders.

XVIII. Has thorough knowledge of operation and maintenance of all of the heating and cooling systems.

XIX. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.

XX. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.

XXI. Prepares and administers the custodial and maintenance and transportation budgets, works with administrators and department heads to be sure that all facility needs are identified.

XXII. Arranges for and insures that all custodial, maintenance and transportation staff participate in all required trainings.

XXIII. Monitors the time records of all maintenance, custodial and transportation staff and certifies them for salary payments.

XXIV. Maintains a positive relationship with students, staff and citizens at all times and strive constantly to promote the safety, health and comfort of the students, employees, and community members.

XXV. Performs other tasks as may be assigned by the Business Manager and/or Superintendent of Schools.

XXVI. Respond to emergency calls pertaining to buildings and transportation.

XXVII. Attend meetings in the evenings and make presentations.

TERMS OF EMPLOYMENT: Compensation and work hours in accordance with recommendation established by Superintendent and Business Manager.

WORKING CONDITIONS: Mental Demands: calculating, comparing, editing, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting Physical Demands: The physical demands listed here are representative of those that are required to successfully perform the essential functions of this job: sitting, walking, climbing stairs, operating computers and other equipment, using tools, and lifting or moving up to 50 pounds. Environmental Conditions: outside, inside, slippery surfaces, microwaves, chemical exposure, biological exposure, working around moving objects or vehicles, and working alone

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board’s policy. The Superintendent of Schools will perform the evaluation. The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws. NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

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