



# Job Description

## Director of Facilities

Pay Grade: 27

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum five (5) years' experience of project management in construction with multi-craft knowledge and proficiency in a variety of building construction trades. Five (5) years of experience supervising employees and managing budgets.

**Minimum Education Requirements:** Degree and/or certification in building construction, engineering, or related field.

**Direct Supervisor:** Assistant Superintendent for Administration

**Supervisory Responsibility:** Direct (1); Indirect (14)

**Primary Work Location:** Various buildings within the Warren County Public Schools jurisdiction.

**Certification:** Valid Virginia driver's license with good driving record.

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**Job Summary:** Performs complex work planning, organizing, and directing the maintenance, repair, and alteration of the utility systems, physical structures, and the grounds of Warren County Public School Buildings.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Serve as the school representative communicating project plans, progress, overall timeline, and the proper use of materials needed to meet all building codes.
- Attend School Board Meetings, prepare reports as requested by the Superintendent, and communicate project details as needed on behalf of the schools.
- Develop a wide range of long and short-range maintenance and replacement plans from complex systems which include HVAC to cosmetic upkeep of painting and carpentry.
- Manage and schedule site repairs, construction, and preventive maintenance projects, ensuring completion within established time frames, project design, and budget.
- Inspect new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure all jobs are completed efficiently and that specifications for major capital improvements are within government regulations.
- Diagnose problems in a timely manner and provide direction and estimated cost to resolve the issue.
- Approve inspection reports and payment requests.
- Collaborate with others to implement and maintain facilities-related services or programs.
- Assist the Superintendent in developing the budget for all operations and maintenance of school facilities, including capital improvements.
- Monitor the fund balances of assigned projects and related financial activity, and assure expenses are within budget limits and that fiscal practices are followed.



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Pay Grade: 27

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- Research new products, laws, and regulations in order to make recommendations for purchases, contracts, and maintaining facilities services.
  - Assure projects and jobs are completed proficiently and within regulatory guidelines and projected deadlines.
  - Develops specifications and solicits bids for operations and services department which include reroofing, pest control, equipment, paving, fuel, oil, etc.
  - Secure and supervise all maintenance services performed by outside organizations.
  - Establish work order priorities in school operation and maintenance.
  - Supervise work and evaluate performance of maintenance personnel.
  - Assist the Superintendent to formulate and recommend policies, procedures, and standard practices to be followed in maintenance and operation of facilities.
  - Assure school division compliance with the Asbestos Hazard Emergency Response Act (AHERA).
  - Assure compliance with all state and federal regulations regarding the building and fiscal plant operation, including compliance with V.D.H., A.D.A., N.F.C., local, state, and federal codes.
  - Assume responsibility for reviewing applications, interviewing, and making recommendations to the Director of Personnel for staffing of maintenance workers.
  - Assume responsibility for professional growth and keeps materials, supplies, and skills current.
  - Comply with and support school and division regulations and policies.
  - Perform related duties as assigned by the Superintendent of Schools in accordance with the school/system policies and practices. This includes being available to handle issues that may arise during evenings and weekends as well as during the normal work day.

### **Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Extensive knowledge of construction-related trades is required.
- Principles of good practices in supervision, administration, and motivating employees.
- Methods, materials, tools, and equipment used in building maintenance and repair.
- Hazards and safety precautions associated with building and grounds maintenance.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.

#### **Skills**

- Strong written and oral communications and relational skills.
- Establishing and maintaining effective working relationships with administration, school personnel, parents, and members of the community.
- Following and relaying complex oral and written instructions, policies, and procedures.
- Operating a variety of office equipment, including computer terminal, printer, calculator, Fax, typewriter, and copier.

#### **Abilities**

- Deliver articulate oral presentations and written reports.



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- Lifting up to 50 pounds; lifting items above head; standing, stooping and bending.
- Mentally analyze situations, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand written instruction and communicate information and ideas in clear and concise written form.
- Provide a good role model of an educated professional in appearance, demeanor, dress and behavior.
- Model non-discriminatory practices in all activities.
- Travel to schools throughout the division and central office is required.
- Subject to inside and outside environmental conditions.
- Maintain proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model.
- Take reasonable precautions to protect students, equipment, materials, and facilities.
- Comply with and support school and division regulation and policies.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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