



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Assistant Director of Facilities**
Job Family: **Administrative**
Prepared/Revised Date: **September 20, 2023**

FLSA Status: **Exempt**
Pay Range: **M**
Job Code: **35746**

SUMMARY: Responsible for planning, organizing, supervising, and directing the work of employees engaged in the maintenance, repair, and support of District facilities, including the Electrical, Plumbing, HVAC, Controls, Paint, Lock, Theater, Carpentry, Operations Support Center, and Outdoor Services departments. Responsible for the oversight, planning, direction, and support of the custodial operations of the District. Integrate the operations of the Facilities Department into one cohesive operating unit and ensure that all facilities operations are supporting each other and following District goals and guidelines. Develop long range plans for building and system life cycles; conduct cost analysis, create, and oversee preventive maintenance programs, and replacement schedules. Develop custodial measures and operational supports and budgets needed for supplies and staffing. Assist in development and management of operating budgets, technical specifications, and procurement documents for all areas of responsibility. Support the Director of Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks
1. Hire, supervise, direct, and evaluate assigned personnel; provide and coordinate staff training; work with employees in acquiring best practice skills and professional development; and mediate conflict resolution and implement disciplinary actions as necessary.
2. Implement District policies and procedures, analyze problems, and identify alternative solutions. Collaborate with sites and communicate recommendations in support of District goals and educational needs. Actively seek to improve efficiencies and methodologies through best management practices.
3. Assure all district facilities meet applicable government codes and regulations, including international building, electrical, plumbing, and fire. Maintain and monitor ADA requirements for district buildings, and health department regulations.
4. Work with director to establish and maintain yearly budgets for facilities relating to general, capital, and applicable bond fund projects.
5. Assist in developing and maintaining a facilities maintenance list for building life cycles, cost analysis, preventive maintenance programs, and replacement schedules.
6. Oversee the custodial operations and manage budget, ensuring the department meets District standards.
7. Supervise the Custodial and Delivery Services Manager and act as escalation support for all District custodial employee relations issues.
8. Provide key performance indicators for maintenance and custodial operations and communicate the data and findings out to the District and community.
9. Integrate the facilities operations into one functional group, aligning all of the work and efforts, resolving any areas of overlap or gaps, and develop standard operating procedures to document the approach.
10. Ensure that all facilities work orders and maintenance/custodial needs are met or that additional resources are identified and communicated to senior management with supporting data and documentation.
11. Support the energy and environmental manager ensuring safe and sustainable practices across the District.
12. Collaborate in formulating site design and technical specifications, participate in bidding, and support project management.
13. Maintain positive public relations with the community, contractors, architects, sales consultants, and all District personnel. Act as a District liaison with local jurisdictional agencies, such as fire, police, and health departments.



14. Oversee District Operations Support Center including the maintenance and administration of the utility locate database, work order system, and building/facility usage.
15. Respond as essential personnel to emergency calls. Participate in district crisis/emergency planning and respond to District crisis/emergency situations including weather emergencies, shelters, fires, accidents, and response team training.
16. Attend work and arrive in a timely manner.
17. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in Industrial Sciences, Construction Management, Mechanical or Electrical Engineering, Business Management, or related field required
- At least five years’ experience in commercial building custodial care or maintenance involving the repair, alteration, maintenance, construction, and operation of complex facilities required
- PreK-12 public school facility maintenance and/or construction knowledge and supervisory experience preferred
- Equivalent combination of education and experience accepted

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure
- Ability to lead and work in a team environment
- Knowledge of and ability to interpret IBC (International Building Code), IFC (International Fire Code), IMC (International Mechanical Code), IPC (International Plumbing Code), IEC (International Energy Code), ADA (Americans with Disability Act), and state, county, and local statutes and regulations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment (telephone, copier, fax, email, etc.)
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- General operating knowledge of school building mechanical plant systems required
- Familiarity with work order and facility use software and application

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Facility Services Manager	# of EMPLOYEES
Direct reports:	Energy & Sustainability Manager	1
	Custodial & Delivery Services Manager	1
	Operations Support Technician	3
	Outdoor Services Manager	1
	Facility Services department heads (Structural, Electrical, Plumbing, HVAC, and Building Automation)	5

- Responsible for: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions 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 the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X



MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate				X
Copy		X		
Coordinate			X	X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	