



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Director of Facilities**
 Job Family: **Administrative**
 Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Exempt**
 Pay Range: **F**
 Job Code: **10338**

SUMMARY: Responsible for development and implementation of a District engagement strategy for school renovation needs, community desires and input, and working with the administration and staff on programming needs. Overseeing and implementing a facilities master planning process and outcome that aligns with District priorities, demographics, and educational needs. Directing the work of the Facilities department through subordinates, using measures and data to make decisions, and implementing District priorities in the department. Oversee bond and mill funds and their encumbrances in multiple projects at once, maintaining budget and financial records and systems for the expenditures and ensuring that all finance requirements are being met and feedback is being provided. Development and oversight of the facilities management software and systems to communicate and prioritize all facilities related work including outdoor services, all trades, custodial operations, and the customer service center. Work collaboratively with all schools and operational departments. Ensure that communication is broad and consistent with District standards. Be responsible for Facilities budgeting, forecasting, and monitoring. Build collaborative teams within the Facilities Department and have all functional groups represented. Develop and maintain effective partnerships with community leaders and businesses including intergovernmental agreements. Provide crisis response management in coordination with multiple jurisdictions and departments. Ensure compliance with District policies and all applicable codes related to facilities. Collaboratively work with other departments. Promote diversity, equity, and inclusion in the Facilities Department, including hiring decisions, project decisions, funding choices, and allocating staffing and other resources.

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.*

Description of Job Tasks	
1.	Oversee the effectiveness and efficiency of renovation and facility projects, providing leadership for activities related to construction and facility planning to include operational programming for District facilities, monitoring of construction, and building code compliance.
2.	Develop and oversee a facilities master plan that includes facilities condition assessment data, demographic information, as well as enrollment and school boundaries.
3.	Manage budgets for all funds associated with facilities operations including capital improvement, providing capital project development, coordination, and management. Monitor department projects, activities, and goals to ensure performance objectives are met within budget and within established operational practices.
4.	Oversee bond programs including the design, scheduling, budgeting, and monitoring of construction projects. Develop a maintenance short- and long-term plan based on asset data and program/building needs.
5.	Assist in the planning for future construction including land acquisition, master site planning, and facilities design. Provide and maintain building life cycles, cost analysis, replacement schedules, educational guidelines, and technical specifications.
6.	Collaborate with internal and external stakeholders including the Board of Education, administrators, consultants, community members, regulatory agencies, and municipalities.
7.	Work with other administrators on facility planning needs, building condition assessments, educational programs, the District's sustainability management system, and annual reports.
8.	Ensure compliance with procurement procedures to ensure accurate and timely accounting in accordance with regulatory requirements and established District policies and guidelines. Work collaboratively with PSD departments for the selection of architects/engineers, design, and bid processes for school construction and remodels.



9.	Facilitate and participate in meetings, workshops, and seminars with planners, architects, contractors, and others for the purpose of representing the school district on all matters of facility planning and construction.
10.	Collaborate with internal and external traffic and safety partners to evaluate traffic safety throughout the district.
11.	Provide and/or coordinate staff training and professional development. Hire, train, mentor, coach, and conduct evaluations of personnel; mediate conflict resolution and implement disciplinary actions, as necessary.
12.	Ensure compliance with Board of Education and District policies, and applicable codes and regulations.
13.	Attend work and arrive in a timely manner.
14.	Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s degree in engineering, construction management, facilities planning and management, or related field required
- At least seven years of experience in facilities management, preferably in a public organization. Including facility planning, design standards development, and management experience required
- Extensive experience in PK-12 school facility planning and project management strongly preferred
- At least seven years of experience in senior management of a multi-level organization preferred
- Equivalent combination of education and experience will be evaluated

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver’s 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 tasks with frequent interruptions and manage multiple priorities
- Ability to diffuse and manage volatile and stressful situations
- Ability to write and negotiate large dollar amount contracts
- Ability to interpret technical information to the superintendent and BOE
- Knowledge of and ability to interpret life safety codes, ADA regulations, AIA documents, construction documents, and State, City, and local statutes and regulations
- Knowledge of sustainable building design, construction strategies and practices including basic understanding of USGBC LEED certification criteria
- Ability to manage the planning, development, design, and implementation of large-scale construction and facility projects, including tracking schedules, resources, issues, due dates, tasks, and monitors project’s expenditures against the budget
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and address unsafe conditions
- Ability to lead, be a part of, and work in a team environment
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate to BOE, superintendent, directors, staff members, contractors, engineers, architects, and community members
- 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 products, AIA ACD5 Online Document System, and other department software packages.
- Operating knowledge of building systems and maintenance procedures; levels of cleanliness and building organization; maintenance of the outdoor environment; sustainability and environmental responsibilities; and familiarity with work order and facility use software and application

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Chief Operations Officer	
Direct reports:	Project Coordinator	3
	Project Manager II	2
	Custodial Manager	1
	Facility Services Manager	1
	Office Manager	1
	District Architect	1

- 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
Communicate				x
Copy		x		
Coordinate				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	

