



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Structural Department Head**
 Job Family: **Maintenance**
 Prepared/Revised Date: **March 5, 2024**

FLSA Status: **Non-Exempt**
 Pay Range: **MT45H**
 Job Code: **60315**

SUMMARY: Responsible for supervising, planning, and coordinating the repair and maintenance of building infrastructure in the areas of carpentry, locksmithing, painting, and flooring. Implement preventative maintenance programs and maintain department budgets. Assist in designing, consulting, estimating, and writing project specifications. Coordinate work with other departments and perform employee evaluations. Provide leadership and guidance to department employees.

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	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Maintain hands-on approach by working on district work orders and projects in the areas of carpentry, locksmithing, painting, flooring and roofing. Supervise and direct the work of staff for repair and maintenance of district building infrastructure in the areas of carpentry, locksmithing, painting, flooring, and roofing.	D	30%
2. Support Assistant Director of Facilities with hiring, on-boarding, and evaluating structural department employees. Support and provide avenues for professional growth and development for employees.	D	20%
3. Monitor department budgets and participate in capital planning processes.	D	7%
4. Maintain building repair/replacement records, including parts and equipment by utilizing the district's computerized maintenance management system.	D	5%
5. Ability to respond to emergency repair calls 24 hours a day as needed. Identify and make immediate decisions regarding emergency situations concerning district infrastructure. Respond as essential personnel in case of an emergency, weather, or environment event, and/or school/facility/district closure.	D	1%
6. Attend work and arrive in a timely manner.	D	1%
7. Coordinate and schedule specific jobs, initiate consultation with sites, provide plan review, and provide alternative ideas and cost savings estimates for small projects throughout the district.	W	8%
8. Coordinate and schedule work with other departments to ensure smooth operations with the district.	W	5%
9. Collaborate internally with Facilities and Construction Services staff as well as project architects on design components of new schools, remodels, and infrastructure replacement.	M	5%
10. Research new products and processes to improve comfort and safety to district buildings.	M	2%
11. Identify, install/replace and maintain all District interior signage for consistency and code compliance	M	2%
12. Assist in final inspections and address noted compliance concerns identified in compliance with federal, state, and local building codes and requirements. Assure that all areas of responsibility are improved to be compliant with the Americans With Disabilities Act (ADA).	Q	5%



13. Perform facility assessment audits within areas of responsibility to assist in determining budgetary needs for capital renewal timelines and projects.	Q	5%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two year college certificate in commercial construction, design, maintenance, or related field preferred
- Five years of progressive work experience in facility management
- Experience in facility management in a school district strongly preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a pager, be on call and/or respond to calls 24/7
- Ability to participate and work in a team environment
- Knowledge of international building and fire codes and American With Disabilities Act (ADA) standards
- 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
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, E-mail, etc.



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Assistant Director of Facilities	
Direct reports:	Carpentry (Journeyman & Master)	6
	Lock Shop (Technician & Journeyman)	4
	Paint Shop (Technician)	3

- Responsible for assisting with interviewing, hiring, and training employees; assigning, planning, and directing work; appraising performance, 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 ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Loud	x
Very Loud	