



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Director of Facility Services**  
 Job Family: **Administrative**  
 Prepared/Revised Date: **January 1, 2018**

FLSA Status: **Exempt**  
 Pay Range: **I**  
 Job Code: **10301**  
 Days: **260**

**SUMMARY:** Responsible for planning, coordinating and directing the District’s facilities and maintenance departments including Building Maintenance, Custodial Services, Customer Support Center, Outdoor Services, and Utilities & Resource Management. Manage budgets for all funds associated with facilities operations. Provide oversight for projects involving new and remodeled buildings, building systems, and all site and facility amenities. Ensure compliance with District policies and all applicable codes related to facilities. Oversee facility use by district and community customers. Develop and maintain intergovernmental and partnership relations and provide crisis response management in coordination with multiple jurisdictions and departments.

**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 operation of district facilities for effectiveness and efficiency, maintaining comfortable, safe, and healthy learning environments for students, staff, and community.
2. Manage budgets for all funds associated with facilities operations, including capital improvement funds.
3. Attend work and arrive in a timely manner
4. Ensure compliance with Board of Education and District policies, and applicable codes and regulations.
5. Provide capital project development, coordination, and management; integrate with Planning, Design & Construction in the implementation of Bond projects.
6. Evaluate traffic safety around district sites in coordination with the Transportation and Security Departments and City of Fort Collins Traffic Operations.
7. Conduct meetings with stakeholders, including the Board of Education, administrators, municipalities, consultants, and community members involved with adapting facilities to meet the needs of changing educational programs.
8. Implement and maintain the district’s Sustainability Management System and annual report.
9. Provide long range planning for building life cycles, cost analysis, and replacement schedules.
10. Develop intergovernmental and partnership relations.
11. Provide crisis response management in coordination with district administrators, departments, intergovernmental agencies, first responders, and community partners.
12. Provide and/or coordinate staff training and professional development.
13. Hire, train, mentor, coach and conduct evaluations of personnel; mediate conflict resolution and implement disciplinary actions as necessary.
14. Perform other duties as assigned.



#### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor's degree in facilities management, construction management, engineering, business, or related field
- Five years or more of experience in facilities management and organization
- Five years or more of K-12 school facility management experience strongly preferred
- Equivalent combination of education and experience will be evaluated

#### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

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

#### **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 interpret technical information to the Superintendent and Board of Education
- Knowledge of and ability to interpret life safety codes, ADA regulations, construction documents, and State, City, and local statutes and regulations
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate to staff members, Board of Education members, superintendent, directors, contractors, and community members
- Ability to be a part of and work with a team
- 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, 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 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
<b>Reports to:</b>	Executive Director of Operations	
<b>Direct reports:</b>	Building Maintenance Manager	1
	Custodial Manager	1
	Energy Manager	1
	Outdoor Services Manager	1
	Customer Support Specialists	5
	Environmental Safety Coordinator	1
	Office Manager	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	



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