



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Building Maintenance Manager**
 Job Family: **Facilities/Building Maintenance**
 Prepared/Revised Date: **April 24, 2017**

FLSA Status: **Exempt**
 Pay Range: **OP50Y**
 Job Code: **35704**

SUMMARY: Responsible for planning, organizing, supervising, and directing the work of employees engaged in the maintenance and repair of district facilities, including the electrical, plumbing, HVAC, controls, paint, lock and carpentry departments. Develop long range plans for building life cycles; conduct cost analysis, create and oversee preventative maintenance programs, and replacement schedules. Prepare and administer operating budgets and accounting activities for all areas of responsibility. Hire, train, and evaluate staff.

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. 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.	D	25%
2. Ability to respond to emergency calls 24 hours a day, 7 days a week as needed.	D	1%
3. Attend work and arrive in a timely manner.	D	1%
4. Assure all district facilities meet applicable government codes and regulations, including international building, electrical, plumbing, and fire codes. Maintain and monitor EPA guidelines for indoor air quality, ADA requirements for district buildings, and health department regulations.	W	20%
5. Establish and maintain yearly budgets for the department relating to the general fund, capital renewal, and applicable bond fund projects. Provide accountability for expenditures and allocations of available staffing.	W	15%
6. Implement and convey district policies and procedures, analyze problems, identify alternative solutions, and implement recommendations in support of site goals and educational needs. Actively seek to improve efficiencies and methodologies through best management practices; support and implement sustainability measures.	W	10%
7. Collaborate in formulating building construction specifications, direct capital expenditures, participate in bidding, and participate in construction management for large capital improvement projects to district facilities.	W	10%
8. 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, concerning building life and safety issues.	Q	10%
9. Develop long range planning for building life cycles, cost analysis, preventative maintenance programs, and replacement schedules.	Q	5%
10. Participate in district crisis/emergency planning and respond to district crisis/emergency situations including weather emergencies, shelters, fires, accidents, and response team training.	A	2%
11. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Industrial Sciences, Construction Management, Mechanical or Electrical Engineering, Business Management or related field
- More than five years of progressive experience in commercial building maintenance involving the repair, alteration, maintenance, construction, and operation of complex facilities required
- Three years or more of contract implementation and management and supervisory experience in educational facilities management strongly preferred
- Equivalent combination of education and experience acceptable

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 priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone, and be on call and/or respond to calls 24/7 as needed
- Ability to participate and work in a team environment
- Knowledge of school-related construction management preferred
- Knowledge of and ability to interpret IBC (International Building Code), IFC (International Fire Code), IMC (International Mechanical Code), IPC (International Plumbing 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, Superintendent 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 Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- General operating knowledge of school building mechanical plant systems required
- Operating knowledge of "School Dude" maintenance management system preferred at hire; required within one month after hire



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Building Maintenance Manager	# of EMPLOYEES
Direct reports:	District carpenters, painters, locksmiths, electricians, plumbers, HVAC, controls technicians and theater technician	30

- 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	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	