



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Structural Department Head**
 Job Family: **Maintenance**
 Prepared/Revised Date: **January 19, 2016**

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

SUMMARY: Responsible for supervising, planning, coordinating, repairing, and maintaining building infrastructure in the areas of carpentry, locksmithing, and painting. 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, and painting.	D	30%
2. Supervise and direct the work of staff for repair and maintenance of district building infrastructure in the areas of carpentry, locksmithing, and painting. Hire, train, and evaluate employees, and intervene in personnel issues. Support and provide avenues for professional growth for employees.	D	20%
3. Maintain department budgets and building repair/replacement records utilizing the district's computerized maintenance management system.	D	7%
4. Meet with structural staff to keep informed on employee workload and accomplishments, and to collaborate on parts and equipment necessary to keep district buildings running correctly.	D	5%
5. Attend work and arrive in a timely manner.	D	1%
6. 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%
7. Identify and make immediate decisions regarding emergency situations concerning district infrastructure. Coordinate and schedule work with other departments to ensure smooth operations within the district.	W	5%
8. Research new products and processes to improve comfort and safety to district buildings.	M	2%
9. Ability to respond to emergency repair calls 24 hours a day as needed.	M	1%
10. Assist in final inspections and assure that contracted projects are in compliance with federal, state, and local building codes and requirements. Assure that all areas of responsibility are in compliance with the Americans With Disabilities Act (ADA).	Q	7%
11. Collaborate with Planning, Design, and Construction Department and project architects on design components of new schools, remodels, and infrastructure replacement.	Q	5%
12. Perform facility assessment audits within areas of responsibility to assist in determining budgetary needs for capital renewal timelines and projects.	Q	5%
13. 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
- Five years of progressive work experience in facility management
- Experience in facility management in an school district 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
- Ability to participate and work in a team environment
- 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
- Knowledge of international building and fire codes and Americans With Disabilities Act standards (ADA)
- 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 Word, Excel, PowerPoint, Outlook and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	STRUCTURAL DEPARTMENT HEAD	# of EMPLOYEES
Direct reports:	This job has direct supervisory responsibilities.	10

- 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 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	X
Quiet	X
Moderate	X
Loud	X
Very Loud	