

Litchfield School District - SAU 27

POSITION TITLE: DISTRICT FACILITY MANAGER	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 5/25/16
General Purpose:	To manage all phases of building repairs and maintenance and custodial responsibilities in such a way as to ensure a safe and healthy environment for students and staff; an environment conducive to learning, and support efficient operations within the building.
Reports to:	Business Administrator
Supervises:	Building custodial and grounds staff

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

1. Supervise the efficient and effective operation of school buildings and grounds, ensuring compliance with all state and local building, environmental, fire, and safety requirements.
2. Schedule and supervise custodial and grounds staff tasks on a daily basis to insure timely action on routine and requested work, and the cleanliness of assigned buildings.
3. Maintain proper physical and climatic conditions in assigned buildings.
4. Maintain security, and monitor and limit access to buildings in accordance with established policies, procedures, codes and ordinances.
5. Operate and maintain boilers and furnaces in accordance with policies and procedures of the district and the manufacturer.
6. Maintain illumination and safety equipment in each assigned building.
7. Maintain and order supplies and equipment, as needed, within assigned budget amounts. Develop specifications and requests for bids for the purchase of supplies, and equipment. Support the Business Administrator in the preparation of all bid packages. Secure vendors under contract for all purchases.
8. Develop job specifications for, contact, coordinate and monitor progress of contractors hired to do repairs and maintenance work.
9. Maintain all records of inspections, tests, and repairs.
10. Interview, hire, supervise, and develop all site custodial staff. Evaluate custodial staff performance in conjunction with the building Assistant Principals, following district personnel policies and procedures. Ensure that a training plan is developed and implemented for all custodial staff.
11. Notify the appropriate building and district personnel when emergency or unusual situations occur.
12. Develop the annual repair and maintenance budget, and manage operations within that approved budget. Support the Business Administrator in developing the Capital Improvement Plan.
13. Perform monthly expense projections. Analyze operations and budget and provide resolution to issues.
14. Perform routine maintenance and repairs as needed.
15. Be available for emergencies, or additional work, as required.
16. Maintain effective relations with building staff, students, and the public.

17. Perform other tasks and assume other responsibilities as may be assigned by the Business Administrator.

TERMS OF EMPLOYMENT:

Exempt. Salary established by the Board.

MINIMUM QUALIFICATIONS:

1. High School diploma or G.E.D. preferred.
2. Minimum of three (3) years custodial experience, preferably with a school district, with demonstrated managerial, supervisory and leadership skills.
3. Strong interpersonal and verbal communication skills, including the ability to maintain effective working relationships within the District, and with other relevant local agencies and the community.
4. Such alternatives to these qualifications as the Superintendent may find appropriate and acceptable.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid NH Driver’s License.

EVALUATION:

Principal or designee(s).

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Occasionally required. Assistance may be available.
4. Lift over 50 lbs:	Rarely required. Assistance may be available.
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Occasionally required. Assistance may be available.
8. Carry over 50 lbs:	Rarely required. Assistance may be available.
9. Reach above shoulder height:	Occasionally required.
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Frequently required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Occasionally required
4. Fingering:	Frequently required
5. Controls and Equipment:	Hand and power tools, floor buffers, vacuum cleaner, mops and brooms, power and hand snow removal equipment, ladders, motor vehicle, telephone, and computer.

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Occasionally required
2. Bending:	Frequently required
3. Crawling:	Rarely required
4. Squatting:	Rarely required
5. Kneeling:	Occasionally required
6. Crouching:	Rarely required
7. Climbing:	Rarely required
8. Balancing:	Not required

Work Surface(s):

Varies from carpeting, linoleum, tile, concrete, gravel, hot top, dirt, and grass. Wet and slippery surfaces.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>									<u>Total Hours</u>							
Sit	1	<u>2</u>	3	4	5	6	7	8		1	<u>2</u>	3	4	5	6	7	8
Stand	1	2	<u>3</u>	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8
Walk	1	2	<u>3</u>	4	5	6	7	8		1	2	<u>3</u>	4	5	6	7	8

Work Performed: Inside: 90%
Outside: 10%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Smelling required to detect odors, such as gas, electrical smoke, etc.

Other Training, Skills and Experience Requirements:

Ability to work with staff, vendors, regulatory agencies, and the community.

Summary of Occupational Exposures:

Floor and bathroom disinfectants, sanitizers, other cleaning fluids, and general office environment.

Exposure to extremes of heat, cold and wet weather conditions.

Other Considerations and Requirements:

This position requires employee to be able to work on multiple tasks simultaneously.

Physically able, as job includes lifting and stair climbing. Employee must be able to perform various tasks as required in maintaining school buildings. Employee is typically able to work at his/her own pace.

Satisfactory completion of a criminal background check will be required prior to employment.

Incumbent has no authority for disciplining students during school hours.