

LITTLE WOUND SCHOOL BOARD POSITION DESCRIPTION

FACILITIES MANAGER

SUMMARY: Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner for facilities, grounds, and equipment of the school, so that all students, staff and the community are assured a clean, safe, attractive, and healthy place in which to learn and work.

JOB RESPONSIBILITIES: The Facilities Manager shall:

1. Administer the facilities department and custodial services. Facilities include 12 office and classroom buildings, 51 residential houses and apartments, 5 mobile homes, and 3 mobile home lots. Grounds includes sport fields and parking lots. Utility systems and facilities include, but are not limited to water, oil, and gas distribution systems, central heating plant, AC systems, sewage disposal systems, water pumping and purification facilities, electrical distribution system, and elevated water storage.
2. Lead, organize, manager and supervise all maintenance and custodial operations of the school in compliance with all applicable federal, state, and tribal laws and regulations and board policies and procedures.
3. Develop and maintain a maintenance plan that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the school.
4. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work status reports to the Superintendent and LWS Board.
5. Recommend facility improvements and modernization to improve the systems, equipment, and facilities that are cost effective.
6. Develop a custodial services plan that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
7. Develop and supervisor work schedules for all maintenance and custodial staff, including substitutes or temporary staff.
8. Establish and implement a program of safety, accident prevention, and health maintenance including safe and proper use of equipment, materials, identification and prevention of hazards, and air quality controls.
9. Work cooperatively with community and applicable agencies, including the police, fire, emergency, and health departments to ensure that high standards of health, sanitation and safety are maintained throughout all of the schools facilities and grounds.
10. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state, and tribal requirements.
11. Conduct and document regular inspections for all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
12. Analyze and document all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
13. Maintain the BIA facility database systems of EMS, MAXIMO, EMAP, and CAFO to assure maximum procurement of funding is received for maintaining school facilities and grounds.
14. Maintain current drawings and engineering records describing school facilities, equipment, and grounds.

15. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state, tribal regulations and in compliance with board policies and procedures.
16. Approve the specifications and recommend contractors to perform maintenance and repair services, using established school policies and procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
17. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe.
18. Assures ongoing compliance with EPA regulations.
19. Work cooperatively with the superintendent, athletic director and principals in the preparation of playing fields and facilities for athletics and school activities.
20. Communicate, cooperate and collaborate regularly with the superintendent and principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
21. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
22. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
23. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
24. Operate electronic and other equipment needed to carry out job functions and responsibilities.
25. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.\
26. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
27. Attend required meetings and serve, as appropriate on staff committees.
28. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations.
29. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
30. Use computers and/or electronic equipment to fulfill job functions.
31. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
32. Comply with LWS policies and procedures.
33. Perform other duties as assigned that are within the scope of employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear, use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; and reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS: The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

QUALIFICATIONS:

1. Bachelor's Degree in a field related to organizing and leading a program of maintaining facilities preferred.
2. Have at least five years of experience in construction and/or property management, with a minimum of three years in a supervisory capacity.
3. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
4. Demonstrate knowledge of the BIA facilities management systems, funding procedures, and reporting.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Have excellent leadership and organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate the ability to communicate effectively.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

Approved: 6/6/2016