**Director of Facility Services**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Chief Operating Officer **Classification:** Professional

**Dept / Campus: Building** Maintenance **Paygrade**: P-4

**Wage/Hr Status:** Exempt **Created:** September 2021

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Oversee and supervise the cleanliness of the District’s facilities and events; supervises, trains and evaluates building maintenance staff members, monitors and inspects the cleanliness/usability of all District facilities by daily visiting the campuses. Provides budget planning, technical overview, cost effectiveness, and administrative responsibilities to ensure that custodial work is accomplished in a timely, safe and proper manner. The Director must be a high energy self-starter and exercise good judgement to effectively handle the daily activities under limited direction.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma

Bachelor’s Degree preferred

Valid Driver’s License

**Special Knowledge/Skills:**

Ability to design, plan, schedule, and implement an effective custodial services program in a K-12 environment in order to obtain high levels of cleanliness.

Experience in leading, managing, coaching and evaluating staff members at various skill and experience levels

Ability to plan and execute large initiatives and projects Ability to develop and operationalize SOP’s throughout the department

Ability to objectively assess the work of the department and develop strategies to improve existing processes and procedures.

Ability to manage the custodial supply distribution and inventory system in a manner that ensures all sites are fully stocked at all times.

Considerable abilities in budget preparations, efficient fiscal management, and written and verbal communication skills

Exemplary ability in customer service and representation of department goals and service standards

Knowledge of materials, chemicals, methods and equipment used in the cleaning of buildings and grounds.

Considerable knowledge of safety standards and requirements

General knowledge and skills with computers and programs necessary to operate a modern custodial operation

Ability to work independently with little direction

Ability to meet deadlines and prioritize work throughout the department and district.

Ability to establish and maintain effective working relationships with all District personnel, campuses and departments, and outside agencies.

Ability to tactfully engage with various stakeholders and communicate in a courteous manner

**Experience:**

Three-Five years of supervisory experience

General Knowledge of Cleaning Equipment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Plan supervise and direct the work of the Building Maintenance Department and Staff
2. Responsible for ensuring a clean, functional, safe, positive, and caring climate for learning at all district facilities and events.
3. Serve as the District’s leader on-call and coordinate efforts during emergency situations and after hour response.
4. Manage the department's chemical program and ensure compliance with all local, state and federal guidelines and best practices. Ensure that all Building Maintenance staff use and dispose of all cleaning chemicals in compliance with EPA and OSHA, ensure that current Material Safety Data Sheets are in an easily accessible place for all employees, and ensure that all staff work in a safe manner and utilize the proper safety equipment provided.
5. Develop and manage all aspects of the Building Maintenance budget.
6. Develop and maintain SOP’s for all areas of the department and establish effective processes to communicate, operationalize and monitor standards. Such as light maintenance (replacing ceiling tile & light bulbs, furniture repair, etc.), and security of all buildings and equipment in the district.
7. Work closely with the TISD Purchasing Department to ensure materials are acquired in compliance with all rules and regulations and at a good market price, including obtaining price quotations.
8. Plan, direct and monitor inventory control program for equipment, supplies and facilities
9. Monitor waste management of district facilities.
10. Evaluate job performance of employees to ensure effectiveness. Supervise and appraise performance of the Building Maintenance Staff
11. Assist in the recruitment, training and supervision of maintenance personnel and make sound recommendations about personnel placement, transfer, retention and dismissal.
12. Conduct and participate in department meetings, employee coaching and staff discipline sessions.
13. Monitor departmental communications and inclement weather communications. Assess, plan and fill needs accordingly.
14. Coordinate needs for TISD District Events with maintenance staff. Oversee and participate in the preparation and tear-down of event items (tables, chairs, tents, etc.), ensure cleanliness prior to and after the event
15. Develop plans for capital and other equipment maintenance and replacement schedules.
16. Promote safety standards and methods and ensure they are met by and for all staff.
17. Establish short term and long-range goals in coordination with the Chief Operating Officer.
18. Provide leadership to all building maintenance staff in order to boost morale, productivity and effectiveness.
19. Operate and properly handle, and train others to operate and properly handle equipment and cleaning supplies common to housekeeping operations.
20. Oversee the district wide summer deep clean process Take the initiative to develop needed professional and leadership skills appropriate to job assignments.
21. Maintain an accurate knowledge base and comply with state, district and school policies and regulations concerning primary job functions.
22. Maintain a positive and effective relationship with supervisors, co-workers, students, district administrators and community, addressing problems or concerns in a prompt and courteous manner.
23. Communicate effectively with all levels of district employees, outside agencies, and the general public.
24. Demonstrate behavior that is professional, ethical, and responsible; serve as a role model for all district staff.

**EQUIPMENT USED:**

Low speed and high speed floor equipment (electric, battery and propane powered): buffer, burnisher, auto scrubber, sweeper, stripper, carpet extractor, wet/ dry vacuum, power washer, multi-surface cleaning machine, electric drill, gas-powered blower, standard office equipment including computer and other equipment utilized as needs develop.

**WORKING CONDITIONS:**

**Mental Demands:**

Ability to understand and follow written and/or verbal instructions; maintain emotional control under stress; maintain clear focus on customer service. Ability to Manage and coach personnel in a non-coercive manner.

**Physical Demands:**

Constantly moves about to coordinate and complete work; typically bends, stoops and crouches on a regular basis. Frequently lifts, carries or otherwise positions/repositions objects, equipment, furniture and supplies; Ability to position self and perform work in various areas of the facility including elevated surfaces, ceilings, outside and inside; exposure to hot and cold temperatures; exposure to dust and toxic chemicals; slippery or uneven surfaces. Frequent district-wide travel, prolonged and irregular hours. Work in inclement weather.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date