
POSITION TITLE: Director of Facilities

SUPERVISOR: Business Administrator

QUALIFICATIONS:

- Bachelor's Degree in related field or equivalent certifications
- Five years related experience in the field of facilities operation
- Three or more years of facilities supervision/management experience
- Demonstrated evidence of excellent written and oral communication skills
- Possess a computer literacy level consistent with the position's demands
- Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Excellent interpersonal skills, including group facilitation
- Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SUMMARY:

The Director of Facilities Management is a strategic leader who will ensure that the PreK -12 school environment of the Hinsdale School District is maintained in a cost effective method. This position is responsible for planning, directing, and supervising the predictive, preventive and corrective maintenance, modification, repair, and monitoring of all buildings and grounds located within the District.

TERMS OF EMPLOYMENT: 260 days per year

SUPERVISES:

Custodial Staff
Maintenance Staff

DUTIES AND RESPONSIBILITIES:

I. BUDGET:

1. Prepares facilities budget, narratives and rationale for the annual budget and the District Strategic Plan
2. Develops long range initiatives which support the District mission statement
3. Demonstrates fiscal responsibility and maintains operating budget at or within yearly budgeted amounts
4. Conduct periodic in-depth feasibility studies for services, staffing, supplies and energy usage
5. Maintains an inventory and recommends purchases of suitable supplies, tools, equipment and fuel

II. FACILITIES:

1. Directs the operation and maintenance of the electrical, HVAC, plumbing support systems and staff
2. Directs/develops facility improvement plans
3. Develops schedules and oversees a preventive maintenance program to maintain school systems at peak operating performance
4. Leads facilities team during emergency situations
5. Drives cost reductions through energy conservation programs, price negotiations with suppliers and labor efficiency analysis
6. Develops procedures to establish standard work methods to improve the department.
7. Administers regularly scheduled maintenance of district vehicle and equipment fleet
8. Collaborates with building administrators on continuous improvement initiatives
9. Respond to emergency calls relating to buildings or school and after regular school hours

10. Attends monthly District Facilities Meetings
11. Attends Quarterly Joint Loss meetings
12. Oversee all major construction projects acting as the district's "Clerk of the Works."

III. REGULATIONS

1. Ensures compliance with environmental requirements/regulations including Underground Storage Tank Operations, recycling, waste disposal and electronic equipment disposal
2. Works with school staff to promote recycling initiatives and reduce waste to landfill
3. Works with State and local authorities to ensure schools meet Life Safety Code requirements
4. Oversee the district's EPA programs including asbestos compliances, water testing, radon and hazardous waste control, i.e., serves as district designated AHERA Coordinator.

IV. PROFESSIONAL DEVELOPMENT

1. Promotes professional development within the Facilities Dept through educational opportunities
2. Ensures that all staff is trained to Hinsdale Safety and Environmental procedures, Insurance carriers required training and Federal, State or Local procedures which may be applicable
3. Attend trainings to further profession growth

V. GROUNDS

1. Insures all grounds are maintained to promote a safe and healthy environment
2. Insures that all school playgrounds and equipment is inspected and maintained per code requirements
3. Insures proper athletic field management including field preparation for events.
4. Prepares and implement snow removal in coordination with the Town of Hinsdale

Performs other job related tasks and related responsibilities as may be assigned by the Superintendent.

EVALUATION: Performance of this job will be on a yearly basis by supervisor

PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):

PRIMARY PHYSICAL REQUIREMENTS

Lift up to 10 lbs: Frequently required
 Lift up to 25 lbs: Frequently required
 Lift 26 to 50 lbs: Frequently required
 Lift over 50 lbs: occasionally required

CARRY up to 10 lbs: Frequently required
 CARRY 11 to 25 lbs: Frequently required
 CARRY 26 to 50 lbs: Frequently required

OTHER PHYSICAL CONSIDERATIONS

Twisting: Occasionally
 Bending: Occasionally
 Crawling: Occasionally
 Squatting: Occasionally
 Kneeling: Occasionally
 Crouching: Occasionally
 Climbing: Occasionally
 Balancing: Occasionally

WORK SURFACES: (describe)

REACH above shoulder height: Occasionally
 REACH at shoulder height: Frequently required
 REACH below shoulder height: Frequently required

tile floors
 Carpet

PUSH/PULL: Occasionally

HAND MANIPULATION DURING AN EIGHT HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive hours	Total Hours
Sit: 1	1
Stand: 6	6

HAND MANIPULATION

Grasping: Occasionally
 Handing: Frequently required
 Torqueing: Occasionally

Walk: 1

1

Fingering: Frequently required

Environment: Inside: 98%

Outside: 2%

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

SUMMARY OF OCCUPATIONAL EXPOSURES:

Bacterial and viral infections carried by children
 Cleaning products
 Chemicals

Special Conditions of Employment

All employees must pass a criminal history background check

Employee signature _____ Date _____

District Representative Signature _____ Date _____