

SUPPORT STAFF POSITIONS
Job Description: Director of Facilities
Exempt

TITLE: Director of Facilities

DEFINITION: Under the direction of the superintendent, the employee will perform all duties and responsibilities involved with the overall management and safe operation of the school district maintenance and custodial department; and other related work as required.

QUALIFICATIONS:

1. High school graduate or equivalent.
2. Strong management (people, financial and project) skills.
3. Working knowledge of heating, electrical, plumbing, construction and safety.
4. Such other qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Superintendent

DUTIES:

1. Maintain high standards for safety with school buildings and equipment.
2. Attend monthly board meetings and provide report on department.
3. Manage necessary maintenance and repair of school buildings and grounds.
4. Manage web based HVAC and maintenance programs.
5. Develop and maintain District Facility Master Plan.
6. Secure and maintain certification for Asbestos Management Planner and Asbestos Building Inspector.
7. Perform 6 month asbestos periodic inspections and 3 year re-inspections.
8. Write and secure grants for facilities and grounds.
9. Oversee energy management for district.
10. Perform as Owners Rep and Project Manager for all major/minor projects relating to facilities and grounds.
11. Coordinate building and equipment bids and purchase procedures.
12. Ensure the cleanliness of school grounds, buildings and equipment.
13. Ensure maintenance and custodial operations are carried out in a timely manner.

14. Organize and assign daily work schedules for maintenance and custodial personnel.
15. Perform playground safety inspections.
16. Conduct bi-monthly inspections of all school buildings to maintain high standards of cleanliness and safety.
17. Display initiative in evaluating and increasing the effectiveness of the maintenance/custodial department.
18. Provide continuous safety training for all custodial/maintenance staff.
19. Provide continuous skills and equipment usage training for all custodial/maintenance staff.
20. It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations include: confidentiality, courtesy, cooperation, positive attitude, reliability, punctuality, accuracy, efficiency, timeliness in respect to deadlines and respectfulness toward others. The employee shall represent the district in a positive way, both on duty and in connection with school activities, even though the employee may not officially be on duty.
21. Be familiar with and follow all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements.
22. Perform all other duties that may be assigned and be willing to work outside the normal scope of hours/days.
23. The employee is held accountable for all duties of the job.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification may exert 5 to 50 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Must have an adequate range of motion in the upper extremities.
- This type of work involves sitting and standing for periods of time.
- Perceiving the nature of sound, near and far, vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT TERMS: Salary and work year to be established by the superintendent of schools in accordance with policies of the Board of Education.

EVALUATION: Performance of this job is to be evaluated by the superintendent in accordance with policies of the Board of Education.

NOTICE REGARDING WORKER COMPENSATION INJURIES:

All employees must obtain medical treatment of work-related injuries and illnesses from physicians located at either:

Regional Occupational Medical Program
2115 Stuart Street
Alamosa, CO 81101
(719)589-8110

Monte Vista Medical Clinic
10 Rupert Avenue
Monte Vista, CO 81144
(719)852-8827

In the event of a life or limb threatening emergency, the injured employee will be sent to the nearest emergency facility. Follow-up care will be provided by the designated medical provider. If an employee is treated by an unauthorized medical provider, the employee will be responsible for payment of said treatment.

In the event of an injury the employee has the responsibility to:

- Read and be fully aware of district procedures regarding medical treatment for work-related injuries and illnesses.
- Report any injury immediately to the appropriate supervisor and/or **Jerene Wilkinson or Leona Holland** in the administration office (852-5996).
- Report an injury in writing within four working days of the accident, as required by Colorado statute, but the sooner the report the better the recovery process will be. An employee's failure to report an injury within four working days to the employer may result in the employee losing up to one day's worth of compensation for each day's failure to report. Notifying the district within 24 hours is required to minimize worker's compensation rates.
- Fully understand that employees who are treated by an unauthorized medical provider will be responsible for payment of the treatment.
- Keep all appointments. Two appointments missed in a row will warrant closing the case. Appointments may be rescheduled with timely notification.

Whenever practicable, the district will provide an alternate duty program to facilitate an employee's return to work in the event of work-related injury or illness. The alternate duty assignments are temporary and are intended to assist recovery. All assignments will be reviewed and approved by attending physicians to ensure any restrictions are being met. A timeline will be established with the employee and medical provider to determine the length of the assignment. If the employee refuses to accept the position, he/she must be informed that worker's compensation benefits can be terminated.

I have reviewed, understand, and can fulfill the requirements of this job description.

In addition, I have read and am fully aware of the district procedure regarding medical treatment for work-related injuries and illnesses.

Signature _____ Date _____

Policy GDAR-R approved by Board of Education: 08/09/2012

Monte Vista School District No. C-8, Monte Vista, Colorado