



Director of Buidling Services

Purpose Statement

The job of Director of Buidling Services is done for the purpose/s of directing and supervising maintenance, custodial, and grounds services; providing information and services as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Business Administrator

Essential Functions

Assists with planning and and monitoring budgets, in coordination with the Business Administrator, associated with allocations, expenditures, fund balances and related financial activities for the purpose of ensuring the efficient use of operations, preventative maintenance, capital improvement, and major construction project budgets.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Collaborates with internal and external personnel. Including finance and procurement staff, school principals, architectural and engineering consultants, construction management groups, Provo City Engineering and Power Departments, County Health Department, State Division of Risk Management, and other inspecting agencies for the purpose of ensuring the efficient use of operations, preventative maintenance, capital improvements, and financial resources.

Directs department operations, including leading and approving decisions associated with Maintenance Staff for HVAC, Plumbing, Electrical, Flooring, Roofing, Energy Management, Campus Security projects, Asphalt Maintenance, and comprehensive Facility Services for the purpose of providing leadership, supervision, and management of all department personnel.

Facilitates and leads meetings for the purpose of identifying issues, developing recommendations, supporting and evaluating personnel within the Department of Facilities, and serving as a District representative in various settings.

Inspects new construction, repair work, building improvement, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently; specifications are within regulatory requirements; and inspection reports and payment requests are processed efficiently.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the Department of Facilities.

Performs personnel functions, including interviewing, evaluating, supervising for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Plans, directs, and supervises facility management services (e.g. building and facility operating systems maintenance, repair and improvement, and custodial services, etc.) for the purpose of maximizing optimum utilization of personnel, equipment, and facilities.

Prepares and presents a wide variety of written materials regarding policy, procedures, budgets and bond planning for the purpose of documenting activities, providing written reference, and/or conveying information critical to decisions made by the District Administration and the Board of Education.

Recommends new hires, promotions, termination and transfers. Follows District Policy as directed and guided by the Department of Human Resources related to personnel management for the purpose of hiring, maintaining staffing needs, and ensuring productivity of the work force.

Researches plans, and implements energy conservation programs and techniques for the purpose of maximizing cost savings and responsible use of tax monies.

Researches new products, laws, market conditions and regulations associated with best facility management practices for the purpose of maintaining compliance with Utah state law, recommending purchases, contracts and maintaining district wide services.

Supports long term capital planning in coordination with the Business Administrator and Superintendent. Including the design consultant selection process involved with Building Evaluations. Implementing data from Building Evaluations for the purpose of ensuring proper & efficient long term planning for maintaining safe and healthy campuses.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: and experience are required to perform multiple, complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, computers, project specific programs, including software applications; planning and managing projects with specific knowledge of construction management principles; budget management; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: is required to perform mathematical principles associated with budget planning, estimating, project dimensions associated with architectural and engineering plans, specifications and field verification of system installations and function. Review and interpret technical information associated with Geotech reports, inspection reports, real estate reports associated with parcels, purchase agreements, traffic engineering reports and risk management reports. Knowledge of public education law as it relates to facilities is required.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: is required to schedule a significant number of daily activities, meetings and/or events; gather, organize and/or classify data; consideration and evaluation of an extensive number of variables associated with facility management and construction management. Ability is also required to work with a significant diversity of individuals and/or groups; evaluate and implement data of varied types and/or purposes. Independent problem solving is required to analyze issues and create action plans. Problem solving with reliable data is required daily. Specific ability based competencies required to perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules critical to the function of Facility Operations; Managing multiple projects on a daily basis; flexibility with frequent interruptions and changing campus priorities; working with detailed specifications/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between schools, departments and outside agencies.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency: Facility Management, Construction Management, Design Project management experience within specialized fields with increasing levels of responsibility and leadership in those fields.

Bachelor's Degree in a related field; Facility management, Construction management, Architecture or Engineering, or multiple years of public or private career experiences specific to the scope of this job description.

Knowledge of Public Education Law as it relates to facilities is required.

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Required to work some evenings and weekends.
BA, BS degree in related area with increasing levels of job-related experience may substitute for MA Degree.

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

8/31/2022

Salary Grade

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