

# NANTUCKET PUBLIC SCHOOLS

## Job Description

**TITLE:** DIRECTOR OF FACILITIES

**REPORTS TO:** Superintendent of Schools

**TERMS OF EMPLOYMENT:** 260 days

**JOB SUMMARY:** To maintain the facilities, grounds and equipment in a condition of operating excellence so that full, safe educational use of them can be made at all times.

### **QUALIFICATIONS:**

1. Bachelor's degree required, Master's preferred
2. 5 years experience in facilities management
3. Knowledge of design, operation and maintenance of mechanical systems
4. Knowledge of environmental issues affecting education, i.e. air quality, asbestos, toxic substances
5. Experience in supervision and evaluation of staff
6. Strong written and verbal communication skills

### **DUTIES AND RESPONSIBILITIES:**

#### Facility Assessment and Maintenance:

1. Routinely inspects the buildings and grounds to determine that high standards of workmanship, cleanliness, safety and security are maintained
2. Develops and implements a preventive maintenance program for HVAC systems
3. Ensures that all facilities and grounds equipment and vehicles are in good condition and safe to operate
4. Supervises and inspects work performed by outside contractors to ensure compliance with bid specifications
5. Meets routinely with building administrators to review facilities and develop Punch List
6. Works with building administrators to project future needs and develops plans for capital needs
7. Develops, in collaboration with the Superintendent, a five-year Capital Improvement Plan
8. Ensures compliance with Town, State and Federal safety and health-related expectations including, but not limited to: OSHA regulations; asbestos management; fire codes/inspections; water testing; boiler inspections; pesticide application; elevator inspections; Clean Air standards
9. Maintains files on fixtures and equipment, which contain details of purchase, warranties, instructions for use, service and repair sources

Personnel:

1. Develops work assignments and schedules to ensure adequate coverage at all buildings
2. Recruits and hires all buildings and grounds staff
3. Supervises all staff to ensure that work is completed properly and in a timely manner
4. Monitors attendance of staff
5. Conducts bi-annual evaluations, with input from building administrators, of all staff
6. Ensures staff compliance with all regulations, procedures, policies and standards of performance
7. Provides education and in-service training necessary for staff to maintain buildings and grounds in a safe, efficient manner that meets or exceeds health and safety compliance

Fiscal Responsibilities:

1. Orders materials and supplies as needed
2. Develops the budget for facilities and grounds and presents to the Superintendent and School Committee.
3. Prepares technical specifications for bids for purchasing to include supplies, equipment and contracted work
4. Evaluates bid proposals and engages services of contractors and vendors
5. Maintains highest professional standards in following school district and Town of Nantucket purchasing policies and procedures
6. Maintains an accurate and accessible inventory at all times.

Communication:

1. Keeps building administration and athletic director informed of facilities and grounds issues
2. Meets weekly with the Superintendent, providing him/her with an update on any maintenance and safety issues and how and when they will be addressed
3. Provides information to keep staff and public apprised of the status of buildings and grounds conditions and improvements
4. Provides reports, as requested, by the Superintendent, School Committee or Town and State officials

**EVALUATION:** Performance of this job will be evaluated annually by the Superintendent of Schools, with input by building administrators