

Wachusett Regional School District

DISTRICT ADMINISTRATION

JOB DESCRIPTION

TITLE:

K-8 Facility Manager

QUALIFICATIONS:

The K-8 Facility Manager shall possess an Associates degree in Business, Engineering or Facilities Management, be certified in Facility Management, or have a minimum of three years of experience at a skilled advanced level in supervisory capacity and in general/plant maintenance. The K-8 Facility Manager shall have a proven track record of being an effective change agent in identifying needs, completing necessary maintenance tasks as well as knowledge and experience in areas of buildings and grounds management, and oversight of facilities. The particular knowledge required will include mechanical and electrical systems, construction methods/materials, plumbing, and HVAC (heating, ventilation and air conditioning) systems. Excellent communications and organizational skills are required. The K-8 Facility Manager will possess the qualities of academic, professional and personal experience that the Superintendent may specify.

REPORTS TO:

Supervisor of Buildings and Grounds

PERFORMANCE EVALUATION:

The K-8 Facility Manager shall be evaluated annually, in narrative form, based upon his/her overall job performance and upon goals and objectives determined by the K-8 Facility Manager and Supervisor of Buildings and Grounds.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The K-8 Facility Manager is responsible to assist the K-8 school administration teams in providing the most desirable environment for the educational program at the buildings in the most cost effective manner. The K-8 Facility Manager will be responsible for the overall maintenance of the buildings as well as maintenance of key plant equipment.

In order to meet these responsibilities, the K-8 Facility Manager shall:

1. Plan and maintain the K-8 facilities and provide recommendations for resources necessary to maintain and increase the level of all general maintenance/plant operations of the K-8 facilities;
2. Reflect an understanding and positive attitude toward the students and all employees of the District;
3. Ensure the timely completion of K-8 facility related service requests for all facilities in a courteous and friendly manner;
4. Assist and advise the K-8 Principals in preparation of service related budgets;
5. Assist and advise the K-8 Principals in the selection of necessary supplies and equipment needed to maintain the school facilities;
6. Oversee the purchasing/stock of building supplies for the K-8 facilities;
7. Assist and advise the K-8 Principals and Supervisor of Buildings and Grounds in planning a program for preventive maintenance for the K-8 facilities;
8. Maintain the K-8 buildings' preventive maintenance programs for school property;
9. Maintain plant operations to include preventive maintenance needs as well as making initial diagnoses of systems failures;
10. Maintain a system of building and grounds security to include ensuring that the buildings are secure on non-school days and at other times as assigned;
11. Maintain building fire safety systems including warning and suppression subsystems to include ensuring that the building's fire

safety systems are operational at all times;

12. Possess general mechanical skills with knowledge in all areas of building maintenance such as electrical, plumbing, HVAC (heating, ventilation, air conditioning), carpentry, etc. and demonstrates the ability to complete work orders on time and within budget;
13. Monitor and advise the K-8 Principals on snow removal activities on site and ensure snow removal from all buildings' exits and bus loading areas;
14. Regularly perform and report on routine inspections of K-8 facilities and grounds to proactively identify and bring to resolution areas in need of attention so as to improve the health, safety , operations and appearance of the facilities;
15. Take action and precaution for K-8 building assets during power or boiler failure or when contacted by district, Fire or Police departments;
16. Maintain personnel and equipment records including copies of all K-8 building equipment warranties, manuals and technical bulletins;
17. Prepare reports, memorandums and other documentation necessary to complete assigned duties, this will include incident reports, corrective actions, etc; and
18. Perform any other related task or duty at the direction of the Supervisor of Buildings and Grounds.

Approved: 060507

Approved by:

Thomas G. Pandiscio, Superintendent of Schools

Date: 06/05/07