

Chequamegon School District
Job Description – Facilities Manager

Job Title: Facilities Manager
Department: Chequamegon School District
Reports to: Superintendent
Workers Supervised: Custodial Staff
Position Summary: Supervise work activities of custodial staff in the district.

Qualifications

Education: These occupations usually require a high school diploma or GED. Advanced technical training is preferred.

Certifications: Maintains certification and licensing in CPO (Certified Pool Operator) and IPM (Integrated Pest Management).

Professional Development: There will be a six month probationary evaluation period. Professional development for ongoing improvement as need.

Essential Job Functions/Tasks

1. Directs and evaluates all maintenance and housekeeping in all district buildings.
 2. Directs and supervises all grounds maintenance.
 3. Supervises maintenance employees throughout the entire district, including education, development, and evaluation.
 4. Orders and maintains all inventory relating to maintenance, housekeeping and energy conservation.
 5. Investigates complaints about service and equipment and takes corrective action.
 6. Coordinates activities with other departments to ensure that services are provided in an efficient and timely manner.
 7. Checks equipment to ensure that it is in working order.
 8. Inspects and evaluates the physical condition of facilities to determine the type of work required.
 9. Instructs staff in work policies and procedures and the use and maintenance of equipment.
 10. Keeps up with all current technology in maintenance, housekeeping and energy conservation.
 11. Operates all district operating systems as economically and efficiently as possible.
 12. Attends seminars, meetings, and conferences as assigned by the superintendent.
 13. Oversees all work done by outside contractors.
 14. Strives to maintain and promote the safety and comfort of staff, students, and the public.
 15. Performs cleaning and maintenance duties as needed.
 16. Any other duties assigned by the superintendent or his designee.
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Essential Requirements

Self Control – Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

Cooperation – Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.

Dependability – Job requires being reliable, responsible, dependable, and fulfilling obligations.

Attention to Detail – Job requires being careful about detail and thorough in completing work tasks.

Integrity – Job requires being honest and ethical.

Stress Tolerance – Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Initiative – Job requires a willingness to take on responsibilities and challenges.

Social Orientation – Job requires preferring to work with others rather than alone, and being personally connected with others on the job.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures and strategies to protect students, equipment, materials and facilities.

Knowledge

Mechanical – Knowledge of machines and tools, including their designs, uses, repair and maintenance.

Administrative and Management – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Customer and Personal Service – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction.

Psychology – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.

Public Safety and Security – Knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.

Chemistry – Knowledge of the chemical composition, structure and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques and disposal methods.

Production and Processing – Knowledge of raw materials, production processes, quality control, costs and other techniques for maximizing the effective manufacture and distribution of goods.

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Building and Construction – Knowledge of materials, methods and the tools involved in the construction or repair of buildings or other structures.

Competencies

Getting information – Observing, receiving and otherwise obtaining information from all relevant sources.

Coordinating the Work and Activities of Others – Getting members of a group to work together to accomplish tasks.

Inspecting Equipment, Structures or Material – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.

Identifying Objects, Actions and Events – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution and solve problems.

Judging the Qualities of Things, Services or People – Assessing the value, importance, or quality of things or people.

Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

Handling and Moving Objects – Using hands and arms in handling, installing, positioning and moving objects, and manipulating things.

Scheduling Work and Activities – Scheduling events, programs, and activities, as well as the work of others.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date