

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Assistant Director of Facility Services (M35)	Job Family: 01
Department: Facility Services	Lane Placement: Z3
Supervisor's Title: Director of Facility Services	Contract: 242 Days
FLSA Classification: <u>Exempt</u>	Hours per day: 8 hours
Original date: <u>05/26</u> Revised: _____ Revised: _____ Revised: _____ Revised: _____	

GENERAL FUNCTION

Under the supervision of the Director of Facility Services, the **Assistant Director of Facility Services** provides operational and supervisory support services to ensure the efficient management and oversight of capital outlay projects and facility maintenance for the District. Responsible for managing, planning and overseeing highly complex, multi-disciplinary, multi-phase architectural and engineering projects, which include, but are not limited to: new construction, District-wide capital outlay, special projects, facility remodels and renovations, facility assessments, testing, installations, on-going maintenance and all repairs of all District buildings, components and systems in accordance with state and local codes, specifications, and District procedures.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide leadership and direction in the development and implementation of in-service and staff development programs as required.
- Supervise facilities personnel as assigned and assist in resolving personnel issues.
- Coordinate with the Director regarding all personnel assigned to specific facility operations and safety projects. Maintain continuity of operations in the Facility Services department in the absence of the director.
- Requires a significant emphasis in establishing and maintaining a good working relationship with State, County and municipalities within the District, school and District personnel, patrons, architects, contractors, consultants, and suppliers.
- Provide for proper management of materials and equipment inventories.
- Responsible for compliance with all District and State procurement procedures regarding new construction and facility remodels/renovations. Assist in scoring Request for Proposal (RFP) and Statement of Qualifications (SOQ) submissions.
- Monitor and manage allocated budgets for the departments.
- Ensure compliance and provide reporting to District, local, State and Federal agencies (e.g. USBE, State Fire Marshal, Board of Health, Risk Management, ADA, EPA, OSHA, ICC, etc.)
- Responsible to coordinate, maintain and develop a long-term capital master plan.
- Assist with the coordination and management of the District's capital outlay, construction, and maintenance programs. Collaborate in the development of both short and long-term capital outlay planning.
- Initiate and oversee the annual District-wide facility assessment. Provide cost estimates for Capital Outlay projects.
- Conduct regular in-service training and professional development for department/district personnel. Responsible for coordinating and scheduling work so that safety is maintained and deadlines are met. Address safety concerns immediately.
- Evaluate employee performance. Authorized evaluator under Jordan Classified Evaluation System. Provide input into training, hiring and promotion decisions.
- Ensure all Federal, State and local regulations regarding the use and operation of schools.
- Drive and operate various facility vehicles and equipment. Inspect vehicle as required.
- Requires office and field work. Incumbent is on call 24 hours for emergencies.
- This position requires punctual and regular daily attendance at assigned location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.

Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Incumbent will be subject to new hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires a Bachelor's degree in facilities management, business, construction or related field plus six to ten years successful job-related work experience, or an equivalent combination of education and experience.
- ICC commercial combination inspector certification (four-way inspection) required.
- Utah Association of Building Officials certification preferred.
- Requires two years of successful supervisory experience.
- Requires a strong knowledge of policies, laws and regulations related to facility management (e.g. District, USBE, State Fire Marshal, Board of Health, Risk Management, ADA, EPA, OSHA, ICC, etc.).
- Requires knowledge and experience using all types of construction and maintenance equipment/systems currently operating in all schools.
- Ability to write reports, business correspondence, procedure manuals or policies.
- Ability to effectively present information and respond to questions from administrators, employees or the general public.
- Demonstrated understanding in computer programs (e.g. word processing, spreadsheets, data bases, etc.).
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.
- Demonstrated competence in being proactive, motivated, organized and results-oriented within a fast-paced, highly demanding environment.
- Requires excellent communication skills both oral and written.
- Requires ability to plan, organize, implement and budget.
- Requires a valid Utah Driver License.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment, including computer, phone, copier, fax, etc.
- Will drive a district vehicle.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires frequent sitting; occasional standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Primarily an office environment with regular visits to school sites. Incumbent should expect to deal with frequent interruptions, situational problem solving, issues related to personnel and needs prioritization.

Physical ability to perform the essential functions listed above with or without reasonable accommodation. Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.
NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and maybe supplemented in accordance with the requirements of the job.*