

Wachusett Regional School District

HIGH SCHOOL ADMINISTRATION

JOB DESCRIPTION

TITLE:

High School Facility Manager

QUALIFICATIONS:

The High School 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 High School 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 High School Facility Manager will possess the qualities of academic, professional and personal experience that the Superintendent may specify.

REPORTS TO:

High School Principal

PERFORMANCE EVALUATION:

The High School Facility Manager shall be evaluated annually, in narrative form, based upon his/her overall job performance and upon goals and objectives determined by the High School Facility Manager and High School Principal. The evaluation will take into consideration input from Supervisor of Buildings and Grounds.

REPRESENTATION STATUS:

Un-represented Staff

JOB RESPONSIBILITIES:

The High School Facility Manager is a member of the High School Principal's staff and as such is responsible to assist the school administration in providing the most desirable environment for the educational program at the building in the most cost effective manner. The High School Facility Manager will be responsible for the supervision and evaluation of custodian staff, overall maintenance of the building as well as maintenance of key plant equipment.

In order to meet these responsibilities, the High School Facility Manager shall:

1. Schedule and manage the assignments, training, supervision and evaluation of high school maintenance and custodial personnel in their general duties including identifying areas to be addressed, the preparation and completion of maintenance and cleaning schedules for all areas assigned within the frequency requirements determined by the District;
2. Plan and maintain the high school facility and provide recommendations for resources necessary to maintain and increase the level of all general maintenance/plant operations of the facility;
3. Reflect an understanding and positive attitude toward the students and all employees of the District;
4. Ensure the timely completion of high school facility related service requests for all departments in a courteous and friendly manner;
5. Assist and advise the High School Principal in preparation of service related budgets;
6. Assist and advise the High School Principal in the selection of necessary supplies and equipment needed to maintain the school facilities;
7. Manage the purchasing/stock of building supplies;
8. Assist and advise the High School Principal and Supervisor of Buildings and Grounds in planning a program for preventive maintenance for school property;

9. Maintain the building's preventive maintenance program for school property;
10. Maintain plant operations to include preventive maintenance needs as well as making initial diagnoses of systems failures;
11. Maintain a system of building and grounds security to include ensuring that the building is secure on non-school days and at other times as assigned;
12. 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;
13. 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;
14. Monitor and advise High School Principal on snow removal activities on site and will ensure snow removal from all building exits and bus loading areas;
15. Regularly perform and report on routine inspections of high school facility 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 facility;
16. Take action and precaution for high school building assets during power or boiler failure or when contacted by district, Fire or Police departments;
17. Maintains personnel and equipment records including copies of all building equipment warranties, manuals and technical bulletins;
18. Prepares reports, memorandums and other documentation necessary to complete assigned duties, this will include incident reports, corrective actions, etc; and
19. Perform any other related task or duty at the direction of the High School Principal.

SUPERVISES:

Maintenance and custodian staff.

Updated: 8/5/02

Approved by:

Alfred D. Tutela, Superintendent of Schools

Date: 08/12/02