



## City of St. Charles School District

### DIRECTOR OF FACILITIES

Reports to: Assistant Superintendent Business  
Classification: Classified  
FLSA Status: Exempt  
Terms of Employment: 254 days which includes 8 paid holidays according to Board Policy.  
Evaluation: Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy  
Compensation: Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

This position requires an individual to assist the Assistant Superintendent for Business in the daily supervision of skilled and semi-skilled workers who are involved in the planning, construction, renovation, and/or maintenance of the district's buildings and grounds. Will assist with additional supervisory tasks related to the functions of the Maintenance and Operations Department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.***

- Formulates and implements methods, procedures and schedules for maintenance activities, assigns work tasks and makes periodic checks to verify assigned tasks are progressing with maximum efficiency and productivity.
- Directs maintenance staff with respect to production volume, cost, quality and meeting production schedules and delivery dates.
- Maintains adherence to District policies/procedures, department requirements, safety standards and custodial cleaning practices.
- Assures that machinery, equipment, vehicles and facilities are properly maintained for efficient operations.
- Works with other political subdivisions and regulatory agencies.
- Works in conjunction with building principals to evaluate and coordinate custodial services for the district.
- On-call response to emergency needs during evening and week-end hours outside of the normal work week.
- Arranges to have appropriate department production records prepared and maintained.
- Makes costs estimates for work as needed/requested.
- Maintains good employee relations.

- Assures efficient and economical utilization of materials, improvement of methods and elimination of unproductive practices within the department.
- Schedules and approves employee overtime as required.
- Reads and interprets construction plans and specifications.
- Makes cost estimates for replacements and repairs.
- Evaluates work performance of subordinates.
- Maintain regular attendance.
- Attends/Completes District PD and training.

**SUPERVISORY RESPONSIBILITIES:**

Assists the Assistant Superintendent of Business in the daily supervision of skilled and semi-skilled workers who are involved in the planning, construction, renovation, and/or maintenance of the district's building and grounds.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND/OR EXPERIENCE:**

- High School Diploma or equivalent. Additional related college and/or trade school preparation highly desired.
- Must include training in management/leadership of others/subordinates.
- Five (5) to eight (8) years of directly related maintenance/trades experience with at least two (2) years experience as a supervisor in this area.

**COMMUNICATION SKILLS:**

- Ability to write reports, business correspondence and performance improvement plans.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, divide, and multiply in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations consistent with the duties of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- Possesses and successfully uses the following managerial skills:  
-Good judgment.

- Ability to plan effectively.
- Organizational skills.
- Ability to exert situational leadership.
- Ability to communicate well (speaking/writing).
- Punctuality (personal/job-related).
- Evaluation/supervision skills.
- Ability to work under extreme pressure.
- Ability to motivate self and others.
- Possess drive and initiative
- Ability to delegate.

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS AND ABILITIES:**

- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with all district requirements and School Board Policies.
- Ability to promote harmonious working relationships with staff and outside business representatives.
- Possesses good oral and written communication skills and interpersonal relationship skills.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move up to 75 pounds of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Director of Facilities  
Revised SY 2008-2009  
Revised SY 2022-2023