



## City of St. Charles School District

### FACILITIES MANAGER

Reports to:	Director of Facilities
Classification:	Non-Certified
FLSA Status:	Exempt
Terms of Employment:	To be established by the Board of Education annually
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Contract- Reviewed and established annually by the Board of Education

#### **JOB SUMMARY:**

Full time – Twelve (12) months. Under the general direction of the Director of Facilities, this position provides day-to-day management and supervision over building maintenance services and ensures that all district schools and buildings are safe, in good repair and operating efficiently.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Other duties may be assigned.*

- Lead the maintenance and custodial staff in all matters related to the department's functions and completion of work orders.
- Maintain a high level of professional knowledge in the area of electrical, HVAC, plumbing, roofing, carpentry, painting, and fire alarms, and be able to instruct others in product and service delivery strategy.
- Oversee a preventive maintenance program, and ensure the work orders are entered and completed timely.
- Oversee and implement safety regulations. Monitor and train all HVAC employees to meet government compliance standards in all aspects related to refrigerants to include license verification.
- Investigate workers compensation injury reports and provide details to the Safety Manager.
- Manage the performance appraisal system by providing a fair and equitable evaluation of all employees on an annual basis. Set expectations and annual goals for each employee.

#### **KNOWLEDGE AND SKILLS:**

- Coordinate inspections and preventive maintenance program. Schedule and supervise repairs for all district facilities, including emergency repairs. including but not limited to the following areas and working with contractors when needed:
  - Chillers
  - Cooling Towers
  - Elevators
  - Fire sprinkler/backflow
  - Fire alarm systems
  - Boiler systems, including re-tubing
  - Insurance claims with insurance adjuster and contractors
  - Switchgear Repair/Replace

- Maintain work orders, verify number of daily workers on the job, check and verify contractor invoices, labor rates, hours, materials and mark-ups against contracts.
- Assist in the preparation and administration of the departmental budget including supervision of purchasing, district contracts, receipts and payments, overtime and salary parameters.
- Communicate with building administrators and other school personnel concerning the progress of ongoing project completion dates, repair times, and status updates on requested work.
- Make visits to school campuses and maintain strong relationship with school administrators while working in a supportive manner.
- Collaborate with members of team involving their areas of expertise such as environmental hazards and working with the Director of Facilities on issues involving environmental hazards.

### **QUALIFICATION REQUIREMENTS**

Must be at least 21 years of age and pass a thorough background check; demonstrated excellent job performance and attendance; must have progressive experience in managing a large multi-building maintenance program; must be able to maintain confidentiality; must possess excellent interpersonal and communications skills and the ability to relate to a diverse staff, administration, workforce, contractors and suppliers; must possess excellent technical skills; must work in a supportive manner and must possess excellent interpersonal and communications skills using English and the ability to relate to a diverse staff, with building administration and staff; must be computer literate and be familiar with word processing, spreadsheets, databases, and scheduling computer software (prefer Microsoft Word and Excel, Google – docs. and various controls platforms); must be able to follow instructions and be able to must be able to read, interpret and understand construction documents, including shop drawings, wiring diagrams, blueprints, technical specifications and contracts.

### **MARGINAL DUTIES**

Perform other work related duties as requested by the Director of Facilities or other senior management staff; may require occasional overtime and weekend work. Safety codes and policies, building codes, ordinances, and environmental laws and policies must be maintained to avoid creation of unsafe conditions that may lead to liability for injuries to students, staff or the public or to avoid contamination that may lead to the disruption of school activities, personal exposure or closing of district buildings.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for direct and daily supervision and aide in evaluating approximately 45-50 Maintenance/Custodial staff and approximately 45 full-time maintenance staff, and all maintenance service contracts. This position is responsible for ensuring workers are in compliance with all district standards related to maintenance functions including training, safety, motivating, directing, developing, counseling coaching and disciplining. Maintain accurate records for attendance, time keeping, supply usage, labor usage, work order completion, safety, and quality issues. Assist in establishing departmental goals and objectives to meet district goals. Independent judgment is required in setting priorities of tasks among multiple assigned projects. Work with other managers and supervisors in a collaborative manner and exhibit team leadership responsibilities. Develop annual staff in-service education program which promotes skill building among departmental staff. Handle any contractor personnel related issues/concerns or poor performance of craftsmen.

### **PHYSICAL DEMANDS**

Must be able to physically move safely and effectively in and around all district buildings and campus locations including heights greater than 20 feet; must be able to safely and repeatedly lift and relocate items related to the department. Refer to physical demands form.

### **MENTAL DEMANDS**

Must be able to read, learn and respond to a variety of job-related subject and changing situations as required of this position; must be able to follow instructions and demonstrate a high degree of common sense and flexibility with work assignments; must have strong problem-solving skills; must be able to exercise independent judgment on a daily basis; must be able to utilize excellent time management skills and work effectively with minimum supervision.

**WORK ENVIRONMENT:**

Must be able to work in typical office, shop and/or on-site field conditions; must be able to work in all kinds of weather conditions with no effective protection from weather when necessary; hazards may include a variety of physical conditions such as proximity to moving equipment, fumes, odors, dust, pollen, and other outdoor allergens; subject to typical office noise; subject to temperature fluctuations from energy management programs.

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.

Facilities Manager  
Created SY 2019-2020  
Revised SY 2022-2023