



JOB DESCRIPTION– Director of Facilities, Maintenance, & Transportation

JOB GOAL:

To provide a safe and functional work environment through effective supervision and ensure efficient operation of facilities, maintenance, and transportation for the Liberty County School District.

QUALIFICATIONS:

1. Bachelor's Degree in Education, Engineering, or related field, from an accredited educational institution; or
2. Vocational Certification in Construction, Maintenance, or related field; or, s
3. State recognized certification in a related industry field.
4. Minimum of five (5) years successful experience as a principal, district-level administrator, or other administrative/supervisory experience in maintenance or bus transportation.
5. Valid Commercial Driver's License (CDL) with school bus and passengers' endorsements.
6. Must provide written references upon request from the Superintendent.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

Department Secretary
Maintenance Workers
Mechanic I
Mechanic II
Bus Drivers
Bus Monitors

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of state statutes, federal laws and regulations as they relate to school facilities, maintenance and transportation.
2. Knowledge of best practices and continued professional development in areas of responsibility.
3. Knowledge of school facilities, maintenance, and transportation.
4. Ability to manage finances and departmental budgets.
5. Ability to plan, manage and supervise personnel.
6. Ability to work cooperatively with school personnel, community, and other departments and agencies.
7. Ability to provide consultation and advice to teachers, parents, principals, and District staff on federal programs, including policies, procedures, rules, regulations, and laws.
8. Ability to interpret and use data to develop plans, programs, & proposals through research and best practice.
9. Possess good interpersonal and communication skills.
10. Ability to represent the District at state and regional functions.

PERFORMANCE RESPONSIBILITIES:

Service Delivery

1. Ensure that facilities/equipment is maintained, and school bus transportation is extended to all eligible students in a safe, reliable, and equitable manner.
2. Research and document the availability of various grants in assigned areas
3. Prepare and submit plan(s) and/ or report(s) for assigned areas to the Department of Education (DOE) each year.
4. Monitor the implementation of assigned state and federal programs in assigned areas to ensure compliance with provisions of approved plans and/or grants.
5. Prepare and disseminate information necessary for programs according to state and/or federal requirements.
6. Work with the District Finance Director to establish and/or maintain financial records and/or budgets for each funded program to ensure adherence to budget requirements, maintenance of records for fiscal compliance, and administer the departments' approved budgets.
7. Direct the preparation and submission of evaluation reports required for federal/specially funded programs.
8. Direct the purchase, replacement, inspection, maintenance, and repair of equipment owned by the District.
9. Ensure all purchasing guidelines (district, state, and federal) are followed.
10. Maintain or direct the maintenance of records related to inspection, maintenance, and repair of facilities.
11. Coordinate transportation and maintenance of facilities for the District, including budgeting, processing work orders, assigning personnel and approving purchase of materials (supplies/equipment).
12. Oversee construction of new facilities and renovation of existing facilities.
13. Prepare bid specifications & solicit bids for facilities projects to be submitted for Board approval.
14. Take action to ensure compliance with applicable codes, rules, and statutes.
15. Monitor the development of both short-and long-range plant maintenance plans.
16. Oversee the inspection and selection (design/professionals) of construction projects for the School Board.
17. Review reports before approving payment for testing companies; i.e., soil test samples.
18. Oversee staff that maintains Department of Transportation records regarding equipment.
19. Oversee staff that maintains and inspects the fuel island storage tank.

Inter/Intra Agency Communication Delivery

20. Serve as Liberty County School District's contact person for all assigned programs and the Department of Education.
21. Assist in interpreting the programs and policies of the District to staff, parents, students, and the community.
22. Communicate through proper channels to keep the Superintendent informed of impending problems.
23. Facilitate close communication between the maintenance and facilities functions to ensure cost efficiency.
24. Ensure that capital & major maintenance projects are coordinated with appropriate regulatory agencies.
25. Attend meetings and public hearings on issues of site locations, street/roads, rezoning, infrastructure concerns, etc.
26. Provide technical assistance to schools in the implementation of assigned programs.
27. Assist in maintaining a positive public relations program for all assigned areas.

Systemic Functions

28. Investigate requests or complaints relating to assigned areas and make recommendations for improvement.
29. Prepare, implement, and coordinate projects, reports, and grants as assigned.
30. Prepare or assist in the preparation and monitoring of required District, state, and federal reports.
31. Keep abreast of legal requirements and proposed changes in areas of responsibility for the District.
32. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for action.
33. Develop, update, and amend budgets and personnel needs for assigned programs, projects, and grants.
34. Monitor expenditures in assigned programs, projects, and grants.
35. Perform other incidental tasks consistent with the goals and objectives of this position.
36. Work with the Finance Director to generate purchase orders and develop/maintain budgets for facilities projects.
37. Serve as the District Representative on facility projects, as needed.
38. Report to the School Board on the progress of construction projects.
39. Coordinate the development and implementation of the 5-Year Work Plan for capital improvements, as required.
40. Ensure that District policies and governmental regulations are consistently and accurately applied to assignments.
41. Assist in training other personnel providing back-up assistance as necessary.

Leadership and Strategic Orientation

- 42. Communicate with the Superintendent or designee regarding impending issues.
- 43. Respond immediately to emergency situations and set emergency responses and procedures in place.
- 44. Model and maintain high standards of professional conduct.
- 45. Demonstrate initiative in recognizing needs for improvement and take appropriate actions.
- 46. Perform such duties and responsibilities associated with the ADA and OSHA as they relate to assigned areas.
- 47. Direct the development of the District long-range capital improvement plan and funding alternatives.
- 48. Interview and select architects, engineers, project managers, contractors and other professionals related to construction and renovation of facilities.

OTHER DUTIES & RESPONSIBILITIES:

- 1. Be clean, neat, and professionally dressed.
- 2. Consistent regular punctual attendance; timely completion of assigned duties, working assigned contract and extended days; use of sick and personal leave appropriately.
- 3. Maintain proper care and safe use of district equipment and property.
- 4. Participate in required professional development as assigned or approved for professional job growth.
- 5. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisor or Superintendent of Schools, and are not prohibited by law or regulations.

PHYSICAL REQUIREMENTS:

- 1. Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force as needed.
- 2. Sit, stand, and walk for required periods of time.
- 3. Reach/handle objects.

TERMS OF EMPLOYMENT:

- 1. Salary and benefits shall be paid consistent with District’s approved compensation plan.
- 2. Length of the work year and hours of employment shall be those established by the District.
- 3. Extended hours beyond the regular school day may be required. (Compensation per district policy)

ENVIRONMENTAL DEMANDS:

- 1. Possible exposure to a variety of childhood and adult illnesses.
- 2. Possible occasional exposure to a variety of weather conditions.
- 3. Exposure to heated/air conditioned and ventilated facilities.
- 4. Possible exposure to buildings in which a variety of chemicals are used for cleaning or operation of equipment.
- 5. Ability to function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the District’s policy.

ACKNOWLEDGMENT:

My signature below acknowledges receipt of my job description. It has been discussed with me, and I agree to fulfill the performance and behavior/conduct expectations contained herein.

Employee’s Name (Print)

Employee’s Signature

Date

Supervisor’s Name (Print)

Supervisor’s Signature

Date

SCHOOL BOARD APPROVED: February 8, 2022