CENTRAL BUCKS SCHOOL DISTRICT
Position Description

Position Title: District Facility Manager
Department: Operations
Reports to: Director of Operations

Summary: Responsible for the operation, maintenance, repair of real property facilities across the district's 3.2 million sf of buildings and 28 different properties (buildings, utilities systems, structures, grounds and other real property improvements); assist with development of facility related components of the annual and five year plan for operating budget, equipment purchases and replacement, in—house maintenance and grounds projects; assisting in preparation of department budget, coordination with engineering and technical consultants, annual inspections for life safety systems, elevators, fire systems, and overall general facility maintenance for our building systems; conducts personnel administration (interviewing candidates, approving selections, performance appraisals, time management/approvals, etc.) for Operations maintenance and grounds personnel.

Essential Duties and Responsibilities:

- Oversee and Direct the Planning and Scheduling of all Facility Maintenance and Grounds Activities performed by District Personnel; receives work requests and manages the district work order system; identifies needed maintenance and repair work; directs the scheduling of work and supplies to ensure the work is accomplished in proper priorities, within established budget, and on schedule. Accomplishes the review and analysis of completed work to ensure efficient operation and recommends corrective action.
- Directly oversee the operation and monitoring of the district building automation systems, notifications, and reports to distribute work to the appropriate Operations staff. Serves as a key Operations staff member to oversee facility related emergencies related to power, water, or fire including coordination with insurance carriers related to eligible claims.
- Manages Contracted Services: evaluate and determines the need for contractor supplied versus district supplied services, develops plans and specifications for construction repair and maintenance projects undertaken by the district with the use of consultants and architects; obtains required approvals for the projects, ensures contracted work is completed in accordance with the project documents; reviews and makes recommendations regarding change orders, approves applications for payment.
- Performs personnel administration: administers procedures governing the selection, evaluation, promotion and dismissal of maintenance and grounds personnel; serves as a mentor and team lead across our maintenance and grounds staff to lead district staff toward established department and district goals; performs review, modifications, and approval of personnel timesheets; performs studies to determine recommended staffing levels of department personnel and provides recommendations to the Director of Operations regarding potential changes in staffing.
- Follows established procedures governing the requisitioning, purchase, receipt, storage, stock control, issue, shipment and disposal of facilities supplies and equipment.
- Assist the Director of Operations with development of an Annual and Five-Year Plan related to all work the department will accomplish with available resources, places the work in priority, identifies how the work will be accomplished (i.e. district personnel or contract) and assist the Director in prioritizing work that may need to be deferred due to lack of funds.
- Maintain communications with Internal and External customers, maintains regular communications with building principals regarding maintenance, assist with meetings with

the Director of Operations and building principals; maintains liaison with local, state and federal agencies regarding scheduled projects, required approvals and other mutual concerns; develops and maintains rapport with peers in neighboring school districts and municipalities, maintains good public relations with administrators, faculty, staff and district residents.

- Manage and operate the district public water systems and well-water monitoring; manage and operate two public pools and perform necessary chemical treatment and analytical testing. Coordinate necessary testing of Act 39 lead in drinking water sampling for schools.
- Maintain Records and Reports: Work closely with the Operations office staff to follow established purchasing protocols regarding the soliciting of quotes, receipt and review of invoices; maintains project folders to provide a complete historical record of projects from inception to completion, maintains record drawings and specifications, maintains equipment inventories and historical records, establishes review procedures for periodic screening of records and files.
- Responsible for managing indoor air quality investigations and testing/remediation work.

- On occasion and as directed by the Director of Operations, attend Finance and Operations Committee meeting as needed to assist with presentation of contracts and project updates.
- Serve in an on-call status on a rotating basis with other Operations managers related to building alarms for fire and security.
- Perform special projects as assigned by the Director of Operations

Supervisory Responsibilities:
Supervise and evaluate Operations Supervisor, Maintenance, and Grounds staff

Education/Experience:
To successfully perform this position, a person must be able to perform each principle duty satisfactorily

The Qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's Degree in a related field and/or 10 years' experience in facilities management/construction; preferably in a K-12 school district.
- Minimum 10 years of progressive responsibilities in the construction, renovation and maintenance of facilities including experience in planning, design, construction management, estimating, personnel administration, budgeting and financial management.
- Certified Pool Operator License and Water Operator license. Willingness to obtain within 6 months of hire if candidate does not possess at hire.

Knowledge, Skills, Abilities:

- Detailed knowledge of preventative maintenance, repair, and construction for all areas including electrical, mechanical, HVAC, grounds, carpentry and plumbing.
- Detailed knowledge of building systems, building automation systems (Johnson Controls/Siemens/etc.), and work order management systems (FMX)
- Detailed knowledge of maintenance and preparation of athletic fields both natural and synthetic turf.
- Ability to prepare estimated costs for repairs and to develop bid proposals for renovation, repair and small construction projects.
- Ability to collect data and apply recommendations for action.
- Ability to prioritize, schedule and ensure completion of numerous projects on time and with available resources.
- Ability to motivate and provide ongoing training to facility staff members.

- Ability to work as a team member.
- Must be courteous and able to interact effectively with people.
- Must be cooperative and able to work in an environment with frequent interruptions.
- Ability to follow written and verbal directions.
- Ability to complete assigned tasks with minimal supervision.
- Ability to read, write and do simple computations.
- Ability to exercise good judgement in prioritizing tasks.
- Able to communicate effectively.

Physical Demands: The physical demands described 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.

- Must be able to walk, talk, hear, stoop, crawl, climb stairs and lift up to 50 lbs.
- Must be able to work indoors or outdoors and be able to evaluate and report on work.
- Have specific vision abilities, to include close vision, color vision and the ability to adjust focus.
- Use hands to finger, handle or feel objects, tools or controls, and to talk and hear.
- Occasionally the position requires the employee to work extended or irregular hours.
- Possess effective communication, judgmental, planning and human relations skills and will be required to work under periods of stress due to the level of the position responsibility.

Terms of Employment:

- 12 months, 261 days

- Salary and benefits as described in the Central Bucks School District Act 93 Compensation Program.

I certify that I have read and understand the essential duties and requirements of my position description.

Employee signature_____ Date _____

Supervisor signature_____ Date _____

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