

## YKSD JOB DESCRIPTION



<b>JOB TITLE:</b> Director of Facilities and Capital Projects	
<b>SUPERVISOR:</b> Superintendent	<b>CLASSIFICATION:</b> NON-CERTIFIED (YKAA)
<b>DAYS/MONTHS:</b> 260 DAYS	

### **GENERAL RESPONSIBILITIES**

Under the direction of the Superintendent, implement, analyze and improve the District's maintenance services and Capital Projects. Coordinate and supervise all maintenance functions and inspect work in progress to ascertain that duties are being performed by maintenance employees and private contractors. Provide educational and support services to the school district and to ensure a safe, attractive and comfortable setting for learning and teaching.

### **DUTIES & EXPECTATIONS**

1. Develop and manage an approved district wide preventive maintenance program that meets all requirements of the State of Alaska Department of Education & Early Development.
2. Provide training programs for maintenance and custodial personnel.
3. Oversee and implement, all district maintenance and capital improvement projects.
4. Develop long- and short-range plans for meeting facility needs of the District.
5. Establish and maintain the annual budget for the Maintenance Department for presentation to the Superintendent.
6. Provide recommendations to Superintendent regarding for district-wide maintenance and capital improvement projects.
7. Supervise the preparation of capital improvement project grants.
8. Coordinate building inspections along with disbursing work orders to maintenance personnel.
9. Supervise and evaluate personnel under his/her direction.
10. Summer maintenance assignments including hiring and firing recommendations.
11. Prepare maintenance reports or studies as requested.
12. Oversee teacher housing.
13. Manage the student transportation program.
14. Coordinate with the site administrators, community members, district administration, the Department of Education and Early Development, architects, engineers and contractors to implement all capital improvement project grants.
15. Coordinate all bids, both procuring and disposal of maintenance, capital projects and facility equipment.
16. Insure all procurement and hiring policy and procedures are adhered to.
17. Provide direct communication with supervisor on all projects.
18. Annual evaluation of District property values assessed for the insurance coverage.
19. Insurance claim initiation, management and close out.
20. Verify that the terms of all contracts have been fulfilled before authorizing pay requests.
21. Performs other duties as assigned.

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## **EQUIPMENT USED**

Standard office equipment, including computer, printer, copier, fax machine, telephone system, and video conferencing.

## **INDEPENDENT DECISIONS**

Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

## **PRIMARY WORKING CONTACTS**

Administrators, teachers, maintenance staff and contractors.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives oral and/or written instructions from Superintendent.

## **UNUSUAL WORKING CONDITIONS**

Some evening and weekend work will be required. Travel in small aircraft required.

## **EVALUATION**

Annual written evaluation.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands include: occasional lifting carrying, pushing and/or pulling; some climbing; some stooping, kneeling, crouching and/or crawling; and significant reaching, handling, speaking, writing, hearing, and fine finger dexterity; frequent standing, walking, and sitting, and lifting up to 50 pounds.

## **QUALIFICATIONS**

**Education:** Bachelor's Degree preferred

**Experience:** Minimum of 5 years maintenance supervision, construction and/or other facility management preferred

**Abilities:** Able to travel extensively to sites