

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
MANAGER OF FACILITIES**

QUALIFICATIONS:

Must have at least 5 years experience in a facility maintenance/management position

Associate's degree or Bachelor's degree in agriculture, farm management, facilities management, business administration, engineering or a related field preferred

Contractor License or professional trade license preferred

REPORTS TO: Principal, Superintendent-Director

RESPONSIBILITIES:

1. Responsible and accountable for assuring that the physical facilities, including farm buildings, and all of the systems wherein on the campus of Essex North Shore Agricultural & Technical School District are in optimum condition.
2. Responsible for all facilities matters, both during the normal school day and year, as well as after hours and throughout the summer.
3. On call at all times to respond to all emergencies and to assign appropriate personnel.
4. Administer the day-to-day physical operation and maintenance of all buildings and facilities, including the mechanical and technological systems wherein, as well as outside lighting throughout the campus, and other auxiliary systems.
5. Schedule and supervise the maintenance and custodial support personnel, as well as any student workers over the summer
6. Oversee the maintenance and custodial services throughout the campus, as well as repair and capital improvements of all facilities
7. Possess knowledge of the building codes and regulations, environmental laws, ADA compliance and other regulations for the operation of buildings and facilities
8. Negotiate and administer contracts for out-sourced services in collaboration with the Director of Business Operations
9. Obtain proposals and quotes, which go out to bid, on major maintenance and capital improvement projects, in collaboration with the Director of Business Operations; know and understand state bid laws and procurement regulations
10. Supervise and/or provide for the supervision of contractors making sure that assigned work and projects are performed and completed to school department's satisfaction

11. Determine the necessity for maintenance work or structural alterations and prepare plans and specifications for such work, including mechanical equipment and materials to be purchased
12. Develop, schedule and implement short and long range programs of repair and maintenance for all facilities
13. Assist in the hiring of maintenance and custodial staff, as needed
14. Develop and implement training for new and existing employees
15. Collaborate with the Farm and Grounds manager on the removal of snow pertaining to walkways.
16. Assign personnel to parking details for events on campus in collaboration with the Farm and Grounds Manager
17. Set up for any events, classes such as adult education, meetings, courses, etc.
18. Supervise and evaluate the job performance of all maintenance and facilities staff, at least annually, in accordance with union contracts
19. Prepare, submit and administer budgets for the facilities department; prepare timesheets for all staff; manage overtime payments
20. Prepare orders for materials, supplies and equipment; make regular on-site inspections of all facilities
21. Establish and maintain an efficient and effective work order process
22. Serve as a member of the Safety and Security Team; enforce safety regulations at all times
23. Ensure that all facilities are secure and exit doors are locked at the end of the day
24. Meet regularly with the Principal and/or the Superintendent-Director to discuss work progress, as well as financial matters, inclusive of cost analysis
25. Update the Principal and/or Superintendent-Director on all matters relative to facilities issues
26. Accept additional responsibilities not inconsistent with the position, when requested by the Principal and/or the Superintendent-Director

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This is a twelve month position
2. The nature of this position may require time beyond the regular workday, and it is expected that the individual filling this position will give priority to completing the necessary tasks and set hours accordingly.
3. Salary and fringe benefits are annually established by the Superintendent-Director, in accordance with the policies established by the School Committee.