

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
DIRECTOR OF FACILITIES, FARM & GROUNDS

QUALIFICATIONS:

- Must have at least 5 years experience in an educational or industrial environment
- 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
- Working knowledge of building codes and laws, especially safety codes as they relate to schools
- Ability to read and understand blueprints, schematics and technical manuals associated with operational systems of a large and complex facility
- Knowledge of plant facility operation, preventive maintenance, fiscal and personnel management, and purchasing of supplies and materials

REPORTS TO: Superintendent-Director

RESPONSIBILITIES:

1. Responsible and accountable for assuring that the physical facilities, including farm buildings and grounds and all of the systems wherein on the campus of Essex North Shore Agricultural & Technical School District are in optimum condition.
2. Plan, organize, coordinate and oversee day-to-day activities in the operation, maintenance, and management of custodial, maintenance, farm and grounds personnel, service providers and construction firms including HVAC, plumbing, electrical, carpentry, painting, building and grounds, and fire protection to ensure the proper and efficient management of the school.
3. Manage the building automation and energy management programs, preventive maintenance and associated service contracts, utility systems and school assets to determine needed maintenance and repairs. Review work in progress and assure completion of work orders, contracts and new capital construction projects.
4. Analyze technical and operational problems and devise solutions or processes to address issues as they arise.
5. Provide supervision to the Supervisor of Farm & Grounds, the Supervisor of Custodial Services & Operations, the Plant Electrician and the Farm Mechanic.
6. Oversee the maintenance, improvement and harvesting of agricultural lands to obtain proper crop production; oversee the management, care and health of all livestock and small animals.

7. Oversee the overall landscape operations throughout the campus, including all athletic fields, in collaboration with the Director of Athletics.
8. Facilitate the coordination of large projects, including deferred maintenance, preventive maintenance, energy conservation, and capital projects; assist in the development and implementation of a detailed five (5) year Capital Improvement Plan
9. Responsible for all facilities, farm and grounds matters, both during the normal school day and year, as well as after hours and throughout the summer; on call at all times to respond to emergencies and to assign appropriate personnel.
10. 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.
11. Responsible for directing snow plowing and snow removal on school property.
12. Possess knowledge of the building codes and regulations, environmental laws, ADA compliance and other regulations for the operation of buildings and facilities
13. Negotiate and administer contracts for out-sourced services in collaboration with the Director of Business Operations
14. 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.
15. 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
16. 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
17. Develop, schedule and implement short and long range programs of repair and maintenance for all facilities
18. Assist in the hiring of maintenance, custodial, farm and grounds staff, as needed, in collaboration with the Director of Human Resources.
19. Develop and implement training for new employees; conduct continuing staff training, including but not limited to OSHA, EPA compliance, asbestos removal and MSDS.
20. Supervise and evaluate the job performance of all maintenance, custodial, farm and grounds staff, in accordance with union contracts
21. Prepare, submit and administer budgets for the facilities, farm and grounds departments; prepare and approve timesheets for all staff; manage overtime payments.

22. Purchase supplies, equipment and contracted services utilizing local, state and federal procurement procedures.
23. Establish and maintain an efficient and effective work order process.
24. Serve as a member of the Safety and Security Team; enforce safety regulations at all times.
25. Ensure that all facilities are secure and exit doors are locked at the end of the day.
26. Meet regularly with the Superintendent-Director to discuss work progress, as well as financial matters, inclusive of cost analysis.
27. Meet weekly with the Principal to discuss building issues and review work projects.
28. Accept additional responsibilities not inconsistent with the position, when requested by 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.