

Junction City Elementary School District

JOB TITLE: **DIRECTOR OF FACILITIES**

SALARY LEVEL: Starting Hourly Wage \$40.00 - \$50.00 (depending on years of experience)
12 Months/Approximately 8 hours per week

REPORTS TO: Superintendent or Designee

SUMMARY: Responsible for all District facilities, including all areas of maintenance, construction, grounds, and safety/security; train, supervise, and evaluate other maintenance personnel; perform other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Plan, organize, and take responsibility of all facility maintenance, construction, grounds, and security.
2. Work with the Superintendent to implement the District's Facility Plan, Deferred Maintenance Plan, Injury and Illness Prevention Plan, Pest Management Plan, and Safety Plan.
3. Work with the Superintendent, school personnel, and outside organizations to coordinate work, construction, materials, supplies, and equipment.
4. Provide technical expertise, information, and assistance to Superintendent regarding facility projects and maintenance and grounds operations.
5. Serve as the District's Safety Inspector, and ensure that the facilities are safe and secure.
6. Perform plumbing, electrical, HVAC, concrete, carpentry and construction work.
7. Schedule, supervise, and perform various school maintenance and custodial tasks to keep school safe and operating.
8. Inspect buildings and grounds for broken equipment and address repairs.
9. Perform regular preventive maintenance and/or repair heating and air conditioning systems.
10. Sustain a reasonable inventory of supplies and equipment by alerting the Superintendent or Designee when ordering is necessary.
11. Maintain school grounds, landscaping and general school exterior.
12. Control weeds and pests and keep compliant with integrated pest management.
13. Operate, maintain, and/or repair lawn mowers, edger, sweepers, weed trimmers, table saw, and other maintenance, custodial equipment and tools as needed.
14. Restoration and/or repair of facilities during the summer and other time periods when campus is closed to students.
15. Provide the assistance and services required for various educational, athletic, social and civic activities.
16. Paint both interior and exterior of district facilities as needed.
17. Shovel snow and remove/manage ice along walkways and parking areas.
18. Make recommendations to the Superintendent for immediate and long-range building and grounds needs.
19. Perform basic record keeping, report writing, and word processing.
20. Perform related duties as assigned by the Superintendent.

QUALIFICATION REQUIREMENTS:

KNOWLEDGE OF:

- Planning, organization, and direction of maintenance, construction, grounds, and security.
- Plumbing, electrical, HVAC, concrete, carpentry and construction work.
- Tools and equipment used in building maintenance and construction.
- Basic word processing and technology skills.

ABILITY TO:

- Work independently with little direction.
- Plan, prioritize, and organize work.
- Perform heavy manual labor.
- Operate all District tools, equipment, machines, and vehicles.
- Use tall ladders and lifts.
- Plan, organize, and control maintenance, construction, grounds, security, and other related activities and services.
- Coordinate the flow of communications between District staff and outside organizations.
- Estimate time and material needs for major construction, maintenance, and grounds projects.
- Read, evaluate, and work from plans and specifications.
- Follow and give oral and written instructions.
- Interpret and apply rules, regulations, policies, and procedures.
- Establish and maintain effective working relationships with students, teachers, public and other District employees.

PHYSICAL DEMANDS:

The physical demands described here 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 job functions.

- Person performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects and occasionally will lift up to 90 pounds.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information.
- The manual dexterity to operate equipment and use hand tools, and handle the work with various materials and objects.

ENVIRONMENT

- Work environment – indoors and outdoors
- Temperature – normal climate, occasional adverse weather conditions
- Chemical exposure – occasional: fertilizer, herbicides, pesticides, gasoline, oil, solvents
- Noise/vibrations – frequent: mower, blower, and various power tools
- Fumes/gases/odors – occasional: gasoline, oil, solvents
- Dust – frequent: blower, sander and concrete
- Work surfaces – grass, asphalt, concrete and rough terrain

EXPERIENCE AND EDUCATION

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

EXPERIENCE:

Minimum of 5 years experience in institutional maintenance or grounds.

EDUCATION

Contractor's License or Associate's Degree or coursework equivalence in construction, maintenance, or building trades from an accredited college or university.

LICENSE REQUIREMENT

Possession of a valid California Driver's License.

Meet District Approved Driver Requirements (Clear DMV Report)

GENERAL INFORMATION

As a condition of employment, applicants shall be required to undergo a physical examination, including a routine drug screen.

Date available for employment: _____

Do you possess a valid California Drivers License? Yes No Class: _____

License#: _____

Have you passed the Trinity County Office of Education
CODESP Instructional Aide Proficiency Exam? Yes No Date Passed: _____

What equipment, machines, or technology can you operate? _____

Are any criminal charges or proceedings pending against you? Yes No (If yes, please explain on a separate sheet)

Have you been convicted of any offense involving the sexual molestation, physical or sexual molestation, physical or sexual abuse, or rape of a child? Yes No (If yes, please explain on a separate sheet)

Have you ever been convicted of any felony or misdemeanor? Yes No
If yes, when, where and disposition of case(s). NOTE: A conviction may not necessarily disqualify you from the job for which you have applied)

May we contact your present employer? Yes No _____
Employers phone #

REFERENCES

Name of Reference	Position	Address	Phone Number

I hereby certify that all statements made hereon are true and correct to the best of my knowledge and authorize investigation of all statements herein recorded.

Signature of Applicant _____

Date _____

AN EQUAL OPPORTUNITY EMPLOYER