

CAPE ELIZABETH SCHOOL DEPARTMENT
Job Description

TITLE: Director of Facilities

SUMMARY: This is a responsible administrative position managing the facilities of both the Town and Schools of Cape Elizabeth.

QUALIFICATIONS:

1. College degree or equivalent experience in facilities management
2. Valid State of Maine Criminal History Records Check Approval
3. Such alternatives to the above qualifications as the School Committee may find appropriate and acceptable

REPORTS TO: Superintendent of Schools

SUPERVISES AND EVALUATES: Head custodian and maintenance foreman.

JOB GOAL: To provide leadership in the management of the town and school facilities in order for facilities to maintain a level of excellence in operations, cleanliness, and safety.

PERFORMANCE RESPONSIBILITIES:

1. Decides which staff to hire, discipline, discharge, or promote.
2. Establishes and administers schedules and procedures for the regular, ongoing care of all buildings.
3. Oversees the scheduling of Town and School facility and field use.
4. Examines all buildings on a regular basis for needed repairs and maintenance as well as cleanliness, safety, and security.
5. Establishes and manages on-going five-year capital plan with input from the CIP Committee.
6. Responsible for planning of ADA compliance for all buildings.
7. Tracks all work orders and log expenses in School Dude Maintenance program.
8. Consults with the Business Manager as to the need for services and/or repairs by outside contractors.
9. Maintains a system for effective energy efficiency and recycling in all buildings.
10. Consults with building principals and town department heads regarding the establishment of regular preventive maintenance programs.
11. Advises on the hiring of contractors, architects and engineers and assigns work orders.
12. Maintains safety standards in conformance with state and insurance regulations and develops a program of preventive safety.
13. Complies with all state laws and regulations, submits all reports and maintains records as required by the state.
14. Prepares and administers the custodial and maintenance budgets, works with

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- administrators and department heads to be sure that all facility needs are identified.
15. Arranges for and insures that all custodial and maintenance staff participate in all required trainings.
 16. Monitors the time records of all custodial and maintenance staff and certifies them for salary payments.
 17. Respond to emergency calls pertaining to buildings and transportation.
 18. Attend evening meetings and make presentations as needed.
 19. Performs other duties as assigned.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and benefits to be established by the Superintendent of Schools.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the board's policy. The Superintendent of Schools will perform the evaluation.

The Cape Elizabeth School Department expects that all employees will perform assigned duties diligently, professionally and efficiently and in compliance with all district policies and procedures as well as all federal and state laws.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved: June 8, 2010
Revised Draft: February 22, 2012
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