

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R FM**

**1:0 FACILITIES MANAGER**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Facilities Manager reports to and is evaluated by the Assistant Superintendent of Schools.

**3:0 FUNCTIONS AND DUTIES- THE FACILITIES MANAGER**

3:1 The Facilities Manager supervises and evaluates all Custodial and Maintenance Staff.

3:1:1 The Facilities Manager plans, prioritizes, and monitors projects daily, weekly, work plans.

3:1:2 The Facilities Manager conducts daily inspections of school buildings and systems to identify required maintenance, repairs, and safety issues.

3:2 The Facilities Manager coordinates a documented Preventative Maintenance Program.

3:2:1 The Facilities Manager proactively ensures the operation and maintenance of equipment and systems including but not limited to HVAC-R, Plumbing, Electrical, Fire and Safety, and Door Access and Security Surveillance Systems.

3:3 The Facilities Manager maintains an accurate inventory of and ensures the proper maintenance of district-owned equipment.

3:3:1 The Facilities Manager ensures the proper maintenance of district-owned equipment and makes recommendations for the repair or purchase of new equipment.

3:3:2 The Facilities Manager makes recommendations for short-term facility repair and improvement and extraordinary maintenance needs.

3:3:3 The Facilities Manager develops and maintains a master list of deferred major maintenance projects to aid in the development of funding proposals.

3:4 The Facilities Manager provides input to a long-term school capital plan that is aligned with the town's long-term capital plan.

3:5 The Facilities Manager assists the Superintendent of Schools in the preparation of the maintenance portion of the budget.

3:6 The Facilities Manager coordinates work performed by vendors and outside contractors.

3:6:1 The Facilities Manager develops and recommends contracts for work performed by outside contractors including supervision of work in progress, inspection of completed work and approval of final disbursements.

3:6:2 The Facilities Manager coordinates that work and those projects with school building principals.

- 3:7 The Facilities Manager implements procedures to maintain building security and safety.
  - 3:7:1 The Facilities Manager maintains an awareness of federal, state, and local rules and regulations regarding facility operations and maintenance, and establishes operating practices and procedures to insure compliance.
  - 3:7:2 The Facilities Manager organizes and implements required training programs for department personnel to ensure the safe and efficient operation and maintenance of school facilities.
  - 3:7:3 The Facilities Manager has knowledge and experience with state and local safety, fire, construction, and public access regulations.
  - 3:7:4 The Facilities Manager ensures that all building systems, including elevators and lifts, operated in accordance with state and federal laws.
- 3:8 The Facilities Manager supervises the preparation of grounds for athletic events in coordination with the Athletic Director.
- 3:9 The Facilities Manager coordinates district grass cutting and grounds keeping.
- 3:10 The Facilities Manager coordinates snow removal.
- 3:11 The Facilities Manager has an understanding of blueprints and building codes; experience developing cost estimates and budgets.
- 3:12 The Facilities Manager has awareness of and response to building emergencies, malfunctions, and alarm calls.
- 4:0 THE FACILITIES MANAGER FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.**
- 4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY
  - 4:1.1 The Facilities Manager understands him/her self as an integral member of the educational leadership team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.
  - 4:1.2 The Facilities Manager balances the ability to listen and understand the concerns of all school community members in a way that encourages approachability while setting boundaries when dealing with the confrontational parent.
  - 4:1.3 The Facilities Manager communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.4 The Facilities Manager expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 **ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN**

4:2.1 The Facilities Manager recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Facilities Manager believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school that nurture, develop, and encourage each and every student.

4:2.3 The Facilities Manager holds teachers accountable for having high standards and positive expectations so that all students can perform at high levels.

4:3 **SAFE ENVIRONMENT**

4:3.1 The Facilities Manager constructs a culture that advocates and models responsible student decision-making and promotes positive behavior changes and respect.

4:3.2 The Facilities Manager builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 **BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL**

4:4.1 The Facilities Manager believes that all decisions should be made from the perspective of putting children's needs first.

4:4.2 The Facilities Manager resolves problems and makes decisions based on age appropriateness, educational research and common sense when dealing with issues, and understands that the integrity of the institution far outweighs the special interest of the individual.

4:4.3 The Facilities Manager adheres to professional codes of ethics: maintains trust and confidentiality; models legally and morally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

**5:0 QUALIFICATIONS**

5:1 Three to Five years of employment in a Business Office or related role in a public school setting.

5:2 Ability to interact with students, staff, faculty, administration and parents effectively and professionally.

5:3 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.

5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0    CONDITIONS and TERMS OF EMPLOYMENT**

6:1    The contract of agreement between the Fairhaven Public Schools and the Facilities Manager regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 8/9/2017