

MANAGER, SCHOOL FACILITIES**JOB SUMMARY**

Under immediate direction of a site principal, and general direction of the Executive Director, School Building & Construction Services, serves as a liaison between the District, community-based organizations and school site, in developing and administering operating and special program budgets and overseeing the operation of the physical plant; serves as key member of the administrative team, supervises, trains, and evaluates assigned custodial, grounds, utility, and clerical staff; and performs other essential job-related duties and responsibilities as assigned. The primary focus of this position is to ensure a safe, secure, equipped, functional, and clean school facility in a fiscally sound and compliant manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages and observes assigned staff, in conjunction with administrative staff, in ensuring the smooth, uninterrupted operation of the buildings, grounds, physical plant, and other facilities of an assigned high school campus; coordinates with staff support departments, such as fiscal services, human resources, purchasing, and maintenance and operations, including buildings and grounds, safety, bond related issues and new construction deferred maintenance.
2. Assists principal in compiling and managing the annual school operating and special program budgets using an automated system; confers with department heads as necessary; records budget encumbrances and expenditures, providing budget balances and updates to department; records and assigns proper budget numbers to all requisitions, purchase orders, work orders, duplicating requests, transportation requests, travel expense claims, and equipment repair orders; records and monitors all encumbrances and expenditures for custodial and grounds budgets and confers with grounds/custodial staff as required to control, detail, transmit, and expedite purchases of maintenance supplies and equipment; confers with principal on department budget balances and the necessity, priority, and cost effectiveness of requests for building and/or facility equipment, maintenance, and repair.
3. Performs recording and reporting functions with regard to accidents, vandalism and theft, hazardous chemicals and materials, facilities use, reproduction requests, travel requests, and other areas; prepares monthly budget report; prepares monthly budget forecast. Ensures proper communication with administrative staff regarding accidents, vandalism, theft, and use of hazardous chemicals and/or materials.
4. Coordinates special equipment inventory system; processes and coordinates all requests for services and repair and replacement of equipment with principal,

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- District offices and outside vendors and contractors; monitors and tracks requests for satisfactory completion.
5. Coordinates and organizes onsite construction and modernization projects at the direction of administrative staff; develops needs assessments within budgeted amount, and acts as onsite liaison for each construction project; attends construction meetings with principal, contractor, architect, DSA inspector, to monitor ongoing progress of each construction project.
 6. Routinely inspects buildings and grounds and then reports to administrative staff to ensure cleanliness and safety; evaluates on-site building/equipment emergencies and notifies appropriate staff.
 7. Coordinates all major work projects with District Office staff to ensure all projects meet state architecture guidelines.
 8. Provides services for ASB and related groups for graduation preparation and set-up, as well as extracurricular activities such as homecoming, freshman orientation, and dances.
 9. Serves as school liaison with the police, fire, governmental agencies, community, and recreation departments, participating in fire inspections and coordinating action with the administrative staff as required to correct or resolve problems areas; maintains disaster preparedness plan, including earthquake and fire evacuation routes; may serve as the school safety committee chairman.
 10. Serves as the designated contact person for Asbestos Hazard Emergency Response Act (AHERA), inspecting and reporting as required; prepares, maintains, and administers earthquake safety and disaster preparedness plans; coordinates with Risk Manager; implements "Right to Know" law schoolwide; maintains file system and arranges for training, coordinates with the Risk Manager, assures compliance for material safety data sheets (MSDS).
 11. Controls the issuance and recovery of keys and maintains security of master keys and reports any breach of security to the proper administrative staff.
 12. Participates in interviewing, supervising, training, and reviewing the work of permanent, roving crews, and temporary staff, including utilityworker, grounds, custodial, and clerical staff as assigned; controls utilization of overtime, vacation, and sick leave by grounds/custodial staff; collects, checks, and records time sheets for all hourly, regular, substitute, and extracurricular assignments; assists administrative staff in performing yearly and special evaluations on assigned staff; ensures the orderly flow of communication from administration to the work crews.

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13. Confers with administrative staff regarding procedures for handling employee disputes and/or disciplinary problems.
14. Coordinates and oversees the supervision of youth employment during summer recess.
15. Ensures master clock, bell system, alarm system, PA system, camera and security video systems are operating effectively.
16. Receives facility use requests, checks master schedule for availability or conflict with school policy, and takes appropriate action after consulting with the appropriate administrative staff; schedules use of facilities by outside groups with the authorization of the proper administrative staff, and coordinates use of classrooms and fields with District office.
17. Participates in surveys as necessary, including telephone systems, computer systems, emergency planning, traffic flow, and related studies.
18. Complies with applicable state, local, and federal rules, regulations, and laws, as well as the policies and procedures of the District.
19. Establishes and maintains effective working relationships with students, parents, community members, teachers, administrators, coworkers, District office staff, vendors, and the general public.
20. Demonstrates and models safe, prudent, and healthful work behaviors and practices; identifies and works toward the elimination of unsafe or unhealthful work area conditions.
21. Performs other essential job-related work as required.

QUALIFICATIONS GUIDE *

Education and Experience

Education or Equivalent: Bachelor's Degree preferred. Any combination of education and experience equivalent to a Bachelor's Degree in business administration, public administration, accounting, education or related field from an accredited college or university, **AND**

Experience: Three (3) years of experience in two or more of the following areas: plant or building supervision, office or business management, supply or procurement, and accounting/budgeting.

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Knowledge, Skills, and Abilities

Typical qualifying knowledge, skills, and abilities would include: **Knowledge** of standard and District policies, procedures, record keeping, accounting, ledger posting and balancing, supply, and inventory procedures; human resources interviewing, hiring, training, supervision, and evaluation procedures; collective bargaining, particularly contract administration; risk management; organizational relationships; federal, local, state, and District safety and security policies, procedures, rules, and regulations; understanding of academic goals and public education; basic knowledge of the trades; collective bargaining agreements; effective response in an emergency situation.

Skill in written and oral communications, problem solving, decision making, consensus building, time management, and conflict resolution; schedule and follow-up on a wide variety of requests, orders, instructions, and other District and school procedures; skill in establishing and maintaining effective working relationships; basic office skills, including keyboarding and computer.

Ability to make accurate arithmetic calculations; understand and deal effectively and cooperatively with subordinates, teachers, and school/district administrators; read and comprehend a variety of general and technical materials; follow directions and exercise

sound, practical judgment; understand, problem solve, and communicate mechanical matters, including plumbing, electrical, and boiler; respond to emergencies using a pager; computer; project a positive, professional image.

Licenses and Certificates

Valid California driver's license; AHERA license after hire.

Working Conditions

Work is performed primarily indoors with some exposure to weather during campus inspections, events, and related activities; may be required to work variable schedules and remain on-call 24 hours per day; work requires occasional lifting up to 20 pounds, and full range of physical and mental demands.

Conditions of Employment *

This is a Classified Management position which does not proffer displacement rights to represented classified positions.

June 1988

January 1996

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