

CENTENNIAL SCHOOL DISTRICT NO. 28J
VACANCY NOTICE
November 18, 2024



POSITION: Facilities Director (Non-Union)
LOCATION: Maintenance Department
FTE: 1.0 (Full-time; 6:00am - 3:00pm plus nights and weekends as needed)
CALENDAR: 260 Days Annually; July - June (will be prorated based on start date)
SALARY: \$101,575 - \$113,055 Per Year (will be prorated based on start date)
BENEFITS: PERS, Medical, Dental, Vision, Optional Insurances, Paid Leaves, Holiday Pay, etc.
START DATE: December 16, 2024, or when filled
APPLICATION DEADLINE: Open until filled

JOB PURPOSE STATEMENT/S: The Facilities Director works with the maintenance staff to provide for safe, well maintained, and functional facilities for the District, achieve departmental work goals; services are provided in a friendly, efficient and effective manner; that staff utilizes appropriate procedures and safe practices; and that there is optimal utilization of personnel and other District resources.

ESSENTIAL JOB FUNCTIONS:

- Develops long and short-range facilities plans/programs, (e.g. preventive maintenance plans, energy management plans, etc.) for the purpose of ensuring that the District's resources are effectively utilized.
- Directs projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Work with contractors and vendors on building/construction projects to ensure performance and timeline objectives are met.
- Provides leadership in the direct supervision of maintenance personal and indirectly to the building custodial staff by supporting them in the completion of their activities.
- Solicits quotations for the purpose of providing cost information, making purchases, and securing items.
- Prepares various documents (e.g. cost estimates, budgets, reports, time studies, productivity, evaluation reports, contract specifications, etc.) for the purpose of providing necessary information to state/federal agencies and appropriate district personnel and/or developing construction contracts.
- Inspects repair work, projects, equipment, work orders, daily maintenance and supplies (e.g. wood, nails, etc.) for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
- Demonstrates ability to work with staff, other District personnel, and community members in a positive manner with a customer service orientation.
- Collaborates regularly with building principals in planning, coordinating and solving building custodial and maintenance issues.
- Recommends new hires, promotions, terminations, and transfers for the purpose of maintaining staffing needs and productivity of the workforce.
- Evaluates personnel for the purpose of ensuring that standards are achieved and performance is maximized.

OTHER JOB FUNCTIONS:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends various meetings (e.g. training's, hearings, risk management and safety) for the purpose of addressing liability concerns, providing and receiving information.
- Perform related duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS:

- **Experience Required:** Five (5) years prior facilities management experience including supervision of projects and personnel.
- **Skills, Knowledge and/or Abilities Required:**

Skills to use the methods, materials, tools and equipment required in a facility operations, communicate effectively, problem solve, price and estimate projects costs, supervise personnel and projects.

Knowledge of laws and regulations pertaining to building trades, custodial, grounds maintenance, and hazardous materials such as; lead paint, radon, asbestos and within educational settings.

Abilities to sit for prolonged periods, plan and manage projects. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, talking/hearing conversations and visual acuity.

Ability to speak a second language preferred.

- **Education Required:** High school diploma or equivalent. College degree preferred.
- **Licenses, Certification, Bonding, and/or Testing Required:** Valid driver's license and evidence of insurability, Criminal Justice Fingerprint Clearance (applicant agrees to assume cost upon offer of employment).

TERMS OF EMPLOYMENT: Salaried exempt position. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on Evaluation of Support Staff Personnel. Reports to the Director of Business and Operations.

TO APPLY:

To be considered for this position, applicants are required to apply online through [PowerSchool Applicant Tracking](#) with the following documents uploaded:

1. Letter of Interest/Cover Letter
2. Current Resume
3. Three (3) Current Letters of Recommendation

For information about the position, contact:

Paul Southerton, Director of Business & Operations
Email: paul_southerton@csd28j.org

For questions about applying, contact:

Shannon Burley, Confidential II Secretary
Email: shannon_burley@csd28j.org