

**PUEBLO SCHOOL DISTRICT 60**  
**ADMINISTRATIVE JOB DESCRIPTION**

It is essential that all employees of Pueblo School District 60 understand our mission is to provide a high-quality education that assures each student the knowledge, skills, and dispositions to lead a life of purpose and impact. Employees support the community and thrive in connecting with our students by embracing the core values of the district, which state:

- We believe that the success of every student is our most important commitment.
- We believe that collaboration and engagement with our community, parents, staff, and students are essential to our success.
- We believe that we must act with integrity, celebrate diversity, and promote equity.
- We believe that each individual must be treated with dignity and respect.
- We believe that the social and emotional well being of our students is as important as their academic needs.
- We believe that it is our responsibility to provide a safe, positive, and supportive environment for our students and staff
- We believe that our community heritage, traditions, and history should inform our response to future student and district needs.

As we embrace these values and consider their impact, we will achieve our vision of being a high performing school district that inspires community confidence. Each employee plays a part, and that contribution should bring us closer to helping each student achieve their dreams.

<b>Job Title:</b>	Executive Director of Facilities and Construction Management
<b>Prepared Date:</b>	7/2/2018
<b>Revised Date:</b>	9/1/2021
<b>Work Year:</b>	220 days
<b>Department:</b>	Facilities
<b>Reports To:</b>	Superintendent of Schools
<b>Salary Range:</b>	APT Salary Schedule
<b>Benefits:</b>	Fringe Benefits based on Schedule C Benefits
<b>Status:</b>	FLSA Status: Exempt

**SUMMARY OF FUNCTIONS:**

The Executive Director of Facilities is responsible for planning, coordinating, and supervising all operations and maintenance functions in the District, personnel and equipment within the Facilities and Construction Management Department, including building maintenance, mechanical systems, exterior operations, custodial operations, energy management, and support systems. In addition, provides leadership and oversight to district warehouse, nutrition services department, and serves as liaison with District transportation vendor.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands, work environment factors, and mental functions described below 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 functions.

**REQUIRED:**

- Master's Degree in Engineering, Engineering Technology, Industrial Education, or other closely related field, or comparable training or experience as determined by the Superintendent of Schools
- Five (5) years of experience in construction, building maintenance, mechanical systems, environmental regulatory requirements, leadership, and budgeting with at least three (3) years in a supervisory role
- Verified valid Colorado Driver's license and be insurable by the District's insurance carrier
- Employee must complete a fingerprint-based criminal background check and must be cleared by the Office of Human Resources
- Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

**PREFERRED:**

- Previous experience in public school (k-12) setting

**KNOWLEDGE AND SKILLS:**

- Knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment
- Excellent leadership and organizational skills and the ability to motivate people
- Excellent integrity and good moral character and initiative
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community
- Must be familiar with and be able to use computers for word processing, data management, and telecommunications

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's/department's goals. Actual duties, responsibilities, frequency, and percentages may vary depending upon building assignments and other factors.

- Manage, provide leadership, and oversee a wide variety of program components (i.e. custodial and maintenance operations, building construction services, district warehouse services, nutrition services, district transportation vendors, OSHA and safety compliance, etc.) for the purpose of delivering services which conform to established guidelines and regulations
- Review the strategic business and educational plans to develop the strategic facility operations and improvement plans
- Provide administrative plans, procedures, and oversight to develop high performing, healthy, safe and sustainable buildings that foster student achievement and provide centers of community
- Provide support for changes in the education specifications by reviewing the facility conditions and determining the proper procurement needs and project delivery methods

- Manage and provide project programming services and pre-design service
- Write and/or review contracts, RFP's, and bid specifications
- Write, review, revise, negotiate, and/or facilitate lease contracts and inter-agency agreements and act as Pueblo School District 60 liaison on all related issues
- Negotiate fees and resolve contractual matters for construction and operation of building services and ensure that product services and contracts are properly procured and administered
- Develop facility standards for construction and on-going operation of the facility to ensure compliance with all applicable codes, regulations, policies, and guidelines
- Act as owner representative and point of contact for all professional building design services, consultants, and construction related contracts
- Provide contract administration and personnel management and oversight for all facilities related functions
- Provide benchmarking, performance measurement, and assessment guidelines for continual improvement of the facilities and support operations
- Provide facilities and equipment conditions assessment and programs capital renewal projects
- Provide facility surveys, needs analysis, feasibility studies, cost assessments and justifications for grant applications and auxiliary funds
- Develop and establish funding mechanisms and budget guidelines to build, operate and sustain facilities at the lowest possible cost
- Implement, manage and/or maintain administrative records, files and databases for capital asset management, work management and control, budget control, energy management, property control, inventory management, safety and environmental compliance and space utilization
- Develop and prepare annual budget. Analyze and review budgetary and financial data. Monitor and authorize expenditures in accordance with guidelines
- Supervise and evaluate the performance of assigned staff. Interview and select employees and recommend transfers, reassignments and disciplinary actions. Arrange for appropriate departmental employee training programs
- Evaluate benchmarks to determine productivity, customer satisfaction and resource needs
- Provide technical expertise regarding assigned functions. Formulate and develop procedures to comply with federal , state and local regulations
- Work with management staff to develop goals and objectives consistent with the overall strategic facility management plan and ensure that work is performed in the most cost efficient and effective manner
- Communicate with other administrators, District personnel, and contractors to coordinate maintenance and operations activities. Provide overall technical guidance and direction to facilitate and assist the site in meeting the mission of the District
- Write, review, and recommend associated policy for review and approval by the Superintendent and the Board of Education
- Present maintenance and operations related plans, projects, programs and needs to sites, the community and Board of Education

**NON-ESSENTIAL DUTIES:**

- Perform any and all other duties as assigned by the Superintendent of Schools

The physical demands, work environment factors, and mental functions described below 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 functions.

**PHYSICAL DEMANDS:**

Every facilities employee must be able to pass a lift test required by the District. While performing the duties of this job, the employee is required to stand; walk; sit; use hands and fingers to handle or feel. The work requires the use of telephone and using fingers to operate computer keyboards. The employee is continually hearing and speaking to exchange information. The employee is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

In an 8-hour workday, this job requires:

- R – Rarely (Less than .5 hr per day)
- F – Frequently (2.5 – 5.5 hrs per day)
- NA – Not Applicable
- O – Occasionally (.5 – 2.5 hrs per day)
- C – Continually (5.5-8 hrs per day)

<b>Physical Requirements</b>	<b>NA</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>
Sitting				<b>X</b>	
Stationary Sitting					<b>X</b>
Walking (level surface)					<b>X</b>
Walking (uneven surface)				<b>X</b>	
Crawling		<b>X</b>			
Crouching (bend at knees)				<b>X</b>	
Stooping (bend at waist)			<b>X</b>		
Twisting (knees/waist/neck)			<b>X</b>		
Turn/Pivot			<b>X</b>		
Climbing (stairs)			<b>X</b>		
Climbing (ladder)			<b>X</b>		
Reaching overhead		<b>X</b>			
Reaching extension		<b>X</b>			
Repetitive use arms		<b>X</b>			
Repetitive use wrists		<b>X</b>			
Repetitive use hands grasping		<b>X</b>			
Repetitive use hands squeezing		<b>X</b>			
Fine manipulation	<b>X</b>				
Using foot control	<b>X</b>				
*Pushing/Pulling Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Lifting Maximum weight: <b>40 lbs.</b>			<b>X</b>		
Carrying Maximum weight: <b>40 lbs.</b>			<b>X</b>		

**WORKING CONDITIONS:**

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; and

risk of electrical shock. The noise level in the work environment is usually quiet in an office environment but can be noisy at times.