

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	CBO
Classification:	Classified Administrator
Date Approved:	08/84, 4/12/06, 2/14/18
Dates Revised:	
Position Control:	#140015, Salary Schedule 5, Range 18, 12 Month Work Year

POSITION DESCRIPTION:

Under minimal supervision and at the direction of the Chief Business Official, the Facilities Manager is responsible for planning, organizing, directing, coordinating, supervising, managing and administering the day-to-day activities and operations of all phases of facilities maintenance: groundskeeping, construction programs, safety, disaster preparedness, facilities personnel and activities for the District. Will formally evaluate the work of departmental personnel.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Prepares implements and modifies departmental policies and procedures to increase departmental effectiveness
- Meet operational goals and objectives
- Reviews operational logistics to determine existing and future needs and requirements of personnel and equipment
- Prepares and schedules preventive operations activities for the department
- Reviews work order requests and authorizes departmental personnel to perform maintenance and/or repair work requested
- Assists in the preparation and administration of departmental budget
- Authorizes expenditures and monitors and maintains budget accounts, records and files on an ongoing basis
- Prepares cost estimates and requisitions and allocated resources to departmental projects
- Inspects district facilities to determine maintenance needs and develops plans and specifications for work and equipment
- Inspects work completed by employees and contractors for compliance with established standards and requirements
- Formally evaluates the work of assigned staff
- Confers with district/school administrators regarding maintenance and construction needs
- Prepares reports, attends meetings, workshops and makes presentations as necessary
- Other duties as assigned

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

Facilities

Supervise and coordinate the maintenance of buildings, grounds, mechanical equipment, and off-site facilities that the district is responsible to maintain; work with architects, consultants and other staff as needed to develop specifications and plans for all facilities, buildings and remodeling projects and do inspections; schedule furniture and equipment moves; manage the schedules and operation of the Districts energy management system and provide energy costs savings methods; keep abreast of PG&E rebate programs; coordinate schedules and special events operations for the purpose of ensuring required facilities preparation; supervise the development of construction and maintenance bids; assist purchasing with bid awards and supervise the Student Intern Program, manage and coordinate all phases of construction and facility improvement projects; required to be available on evenings and weekends (if necessary) for facility projects/repairs/inspections/maintenance and to respond to emergency situations after normal working hours and weekends.

Maintenance

Maintain inventory and master key set for SVAE/SVCTE/CO/MO/SO; maintain equipment inventory for SVAE and SVCTE and manage equipment service contracts for SVCTE; use appropriate software to provide management reports; supervise and plan daily maintenance work schedules of all assigned staff; supervise and monitor the automated work order system; work with outside vendors and contractors to provide equipment and building maintenance; and train new custodial and maintenance staff.

Safety

Work with district employees to keep the district in compliance with hazard communication, health and safety regulations; General Industrial Safety Orders Section 5194, disposal of hazardous waste; maintain and update the Hazardous Materials Management Plan/Business Plan as required by the San Jose Fire Department and Hazardous Waste Contingency Plan regulated by the County of Santa Clara Health Department; maintain a hazardous material inventory and the master set of material safety data sheets; maintain all district asbestos hazard emergency response act (AHERA) records; maintain a disaster preparedness plan for all units of the district; help SVCTE and SVAE develop emergency preparedness plans for each site; maintain illness/injury prevention plan (SB198) which include inspections, safety meetings, library (video/materials), and chair safety committee.

EMPLOYMENT STANDARDS

Knowledge of:

- MetroED Board policies and procedures
- General administrative knowledge associated with maintenance and construction operations
- Budget preparation and administration
- Purchasing procedures
- Preparing and obtaining bids and quotes

EMPLOYMENT STANDARDS (continued):

Knowledge of:

- Online, computerized maintenance work order system
- Facilities, Emergency requirements for schools
- HVAC and mechanical, plumbing, electrical, irrigation system, appliances and other facility equipment
- Health and safety regulations pertaining to school facilities and operations, including OSHA requirements
- Knowledge of Penal Code and laws relating to minors, personnel and student security
- Local, State and Federal rules, laws and practices as they pertain to education

Ability to:

- Direct and supervise appropriate staff
- Coordinate work of others
- Maintain comprehensive records, including hazardous materials and communications
- Administer and monitor departmental budget
- Prepare accurate estimates of time, manpower and equipment as related to the project at hand
- Prepare specifications
- Prepare comprehensive reports
- Effectively communicate in both oral and written form
- Work cooperatively with public agencies, participating districts and community leaders
- Establish and maintain effective working relationships with those contacted in the performance of required duties and scope
- Communicate effectively both orally and in writing
- Plan, organize, assign, evaluate and supervise the work of staff
- Operate a personal computer
- Develop and make presentations in front of groups
- Function effectively in high-pressure situations
- Use effective interpersonal skills
- Use effective time management skills
- Use effective management and leadership skills
- Interpret financial reports and monitor the budget

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

Five (5) or more years of full-time experience in facilities management, preferably in a school setting

MINIMUM QUALIFICATIONS (continued):

Education and Credentials:

Four years' college education and Bachelor's degree required with a major in facilities management, business administration or related field

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature