



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Facility Services Manager**
Job Family: **Professional**
Prepared/Revised Date: **May 23, 2022**

FLSA Status: **Exempt**
Pay Range: **N**
Job Code: **35745**

SUMMARY: Responsible for planning, organizing, supervising, and directing the work of employees engaged in the maintenance, repair, and support of District facilities, including the Electrical, Plumbing, HVAC, Controls, Paint, Lock, Theater, Carpentry, Operations Support Center, and Outdoor Services departments. Develop long range plans for building and system life cycles; conduct cost analysis, create, and oversee preventive maintenance programs, and replacement schedules. Assist in development and management of operating budgets, technical specifications, and procurement documents for all areas of responsibility. Support the Director of Facility and Construction Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks
1. Hire, supervise, direct, and evaluate assigned personnel; provide and coordinate staff training; work with employees in acquiring best practice skills and professional development; and mediate conflict resolution and implement disciplinary actions as necessary.
2. Implement District policies and procedures, analyze problems, and identify alternative solutions. Collaborate with sites and communicate recommendations in support of District goals and educational needs. Actively seek to improve efficiencies and methodologies through best management practices.
3. Assure all district facilities meet applicable government codes and regulations, including international building, electrical, plumbing, and fire. Maintain and monitor ADA requirements for district buildings, and health department regulations.
4. Work with director to establish and maintain yearly budgets for facilities relating to general, capital, and applicable bond fund projects.
5. Assist in developing and maintaining a facilities maintenance list for building life cycles, cost analysis, preventive maintenance programs, and replacement schedules.
6. Oversee energy and environmental managers ensuring safe and sustainable practices across the District.
7. Collaborate in formulating site design and technical specifications, participate in bidding, and support project management.
8. Maintain positive public relations with the community, contractors, architects, sales consultants, and all District personnel. Act as a District liaison with local jurisdictional agencies, such as fire, police, and health departments.
9. Oversee District Operations Support Center including the maintenance and administration of the utility locate database, work order system, and building/facility usage.
10. Respond as essential personnel to emergency calls. Participate in district crisis/emergency planning and respond to District crisis/emergency situations including weather emergencies, shelters, fires, accidents, and response team training.
11. Attend work and arrive in a timely manner.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Industrial Sciences, Construction Management, Mechanical or Electrical Engineering, Business Management, or related field required.
- At least five years of experience in commercial building maintenance involving the repair, alteration, maintenance, construction, and operation of complex facilities required.
- PreK-12 public school facility maintenance and/or construction knowledge and supervisory experience preferred.
- Equivalent combination of education and experience accepted.



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities and tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure
- Ability to lead and work in a team environment
- Knowledge of and ability to interpret IBC (International Building Code), IFC (International Fire Code), IMC (International Mechanical Code), IPC (International Plumbing Code), IEC (International Energy Code), ADA (Americans with Disability Act), and state, county, and local statutes and regulations
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals as well as typical office equipment (telephone, copier, fax, email, etc.)
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- General operating knowledge of school building mechanical plant systems required
- Familiarity with work order and facility use software and application

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Facility Services Manager	# of EMPLOYEES
Direct reports:	Energy & Sustainability Manager	1
	Environmental Safety Coordinator	1
	Operations Support Technician	3
	Outdoor Services Manager	1
	Facility Services department heads, in Structural, Electrical, Plumbing, HVAC, and Building Automation	5

- Responsible for: interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding, disciplining and terminating employees; and addressing complaints and resolving problems



PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	