



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Director of Facilities / Safety Coordinator

**Employee Group:** Administrative Support

**Contract Length:** 261 days

**FLSA:** Exempt

**Supervisory Responsibilities:** Custodial and Maintenance Department

**Reports to:** Executive Director of Operations

#### **Qualifications:**

1. Bachelor's degree in facilities management, engineering, or in a related field
2. Minimum of 5 years of experience in facility management
3. Aptitude and understanding in the areas of plumbing, heating, ventilation and air conditioning ( HVAC), carpentry, refrigeration, electricity, mechanics, remodeling / new construction, and athletic field management.
4. Excellent communication, human relations, supervisory, and management skills
5. Valid Wisconsin Driver's License Required.

Preferred experience:

Related job experience in a school setting

#### **Position Summary:**

Plans, directs and coordinates the operations and maintenance of the facilities and sites of the district to meet the district's budget and strategic objectives. Manages construction, remodeling, repairs and projects. Develops and administers the district's day-to-day and long-term maintenance plans. Coordinates the district safety program.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Directs, supervises, and evaluates department staff; ensures staff receives training related to specific job tasks and responsibilities to ensure functionality, cleanliness, sanitation and safety in school district facilities.
2. Schedule work assignments for custodial and maintenance staff and substitute employees.
3. Recruits, hires and trains department staff, maintaining compliance with federal and state regulations and district policy.

4. Evaluate maintenance dept members, administrative assistant to the director, and head custodians. Coordinate the evaluation of all other department members at the building level.
5. Monitor and manage the district's energy program, including evaluation of energy conservation projects.
6. Inspect all district facilities; assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements for the district resolving existing problems and determining future requirements.
7. Partners with building administration to advise the Board regarding the physical condition of district facilities and related budgetary needs.
8. Develops and manages facilities budget including procurement, request for proposal, purchase orders, and reimbursements; verifies the accuracy and accountability for compliance of all local, state and federal fiscal revenues and expenditures.
9. Develop and oversee long-range facilities plans for the district including a five-year plan for the scheduling of comprehensive preventative maintenance; coordinate capital maintenance projects.
10. Maintains updated and accurate records of inventory, maintenance schedules, inspections, drills, and other related matters in accordance with federal and state regulations and district policy.
11. Participate in the planning, development, and construction phases of new facilities; act as the owner's representative in all repair, remodeling and construction projects.
12. Review and approve work orders; review requests for alterations, remodeling, modernization, and other work; make and review cost and labor estimates on construction and repair work.
13. Develop and maintain the District's Chemical Hygiene Plan with the Chemical Hygiene Officer, including the maintenance of Safety Data Sheets (SDS) for Buildings and Grounds with oversight for the entire district.
14. Leads the district Safety Committee to systematically devise programs to deal with safety planning, emergencies, and district training in accordance with federal and state regulations and district policy.

#### Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students and staff.
- Attend all Board meetings and committee meetings related to facilities and as designated by the Executive Director of Operations.
- Perform other responsibilities as assigned by the Executive Director of Operations.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

Excellent written and verbal communication in English; write reports and business correspondence.

Read, interpret, and create documents such as safety rules, operating and maintenance instructions, blueprints, project plans, schematics and procedure manuals, and governmental regulations.

Ability to effectively and persuasively present information and respond to questions from diverse groups of administrators, staff, and governmental entities.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to maintain good relationships with others. Good human relations skills.

Skill in supervising a diverse group of employees; conflict resolution skills.

Ability to use job-related equipment and tools.

Operate basic functions of computers, tablets, and mobile phones for email, work orders, mapping, diagrams, SDS system, internet use, training, printing and other computer-related applications/functions.

Flexibility is required to work with others in a variety of circumstances and as a team; and to work with a wide diversity of individuals.

Ability to independently and cooperatively define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Adapt to changing work priorities with interruptions.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching.

Ability to sit, walk or stand for prolonged periods of time. Phone and computer use.

Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus. Regularly required to lift and/or carry up to 25 pounds and occasionally lift and carry up to 50 pounds.

### **Work Environment**

This job is frequently performed indoors and outdoors, with occasional exposure to heat/cold, and inclement weather. Employee is occasionally exposed to moving mechanical parts, fumes and airborne particles, toxic and caustic chemicals, wet and/or humid conditions; risk of electrical shock and vibration. Occasionally required to enter close quarters, crawl spaces, and small enclosed rooms. The noise level in the work environment is generally low to moderate, but can be loud at times. Frequent travel

throughout the district Position usually demands meeting deadlines with strict time constraints and multiple, constant interruptions.

Adopted: March 2009

Revised: January 2019  
September 2023