UXBRIDGE PUBLIC SCHOOLS

9 North Main Street, Uxbridge, MA 01569

Director of Facilities

District-wide | Taft Early Learning Center, Whitin Intermediate School, Uxbridge High School

Classification	Non-represented administrative position
Reports To	Superintendent of Schools and Director of Finance and Operations
Supervises	(3) UPS Maintenance FTE employees, (1) part-time Administrative Assistant, (1) part-time Grounds employee, and seasonal personnel; oversees all contracted maintenance, custodial, and grounds vendors
Work Year	12-month position
Salary	$85,000 - $100,000 annually
Revised	May 18, 2022

POSITION SUMMARY

The Director of Facilities is responsible for maintenance, operations, construction and physical security of all school facilities as well as the planning and implementation of capital improvements to these facilities. The Director prepares annual operating and capital budgets, advocates for their approval and leads the Department with such established budgets. The incumbent ensures the facility needs of school principals and department leaders are met and they are treated as valued customers. Uxbridge Public Schools has (1) high school building, (1) intermediate school and (1) elementary school.

The duties of the Director of Facilities include project management, procurement and contract management, budgeting, energy tracking, oversight of maintenance and custodial care of facilities, safety protocols, and emergency response. The Director of Facilities supervises (3) UPS Maintenance FTE employees, (1) part-time administrative assistant, (1) part-time grounds employee, and seasonal personnel. Additionally, the Director of Facilities is responsible for the performance of all vendor/s contracted to complete maintenance, custodial and grounds work. The Director must set the example for the department and is expected to communicate expectations while leading the implementation of department and individual goals.

The Director is accountable for ensuring that school facilities meet federal, state, and local regulations and that school and related activities are conducted in a safe, healthy, and clean environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Leadership

- Develop and communicate department vision, goals, policies and procedures.
- Keep informed of the latest trends, developments, and products in the areas of facilities maintenance and encourage innovation as appropriate.

Facilities Maintenance

- Track inventory, conditions of, and services provided to, physical assets owned and operated by the school department (example: HVAC or security systems including condition, repair, and life expectancy).
- Implement a multi-year preventive maintenance plan for all school facilities, including a system to prioritize maintenance projects. Supervise response and tracking of school maintenance requests (work orders).
- Oversee daily operation of HVAC, electrical, and plumbing systems, using building electronic system controls as needed. Implement improvements to these control systems as needed.
- Be on site to inspect facilities in response to weather emergencies or unplanned events.
- Assist with snow removal and ice melt treatment on sidewalks.

Capital Projects

- Develop and maintain a five-year capital improvement plan for school facilities.
- Prepare specifications for work that will be completed both internally and under contract.

- Inspect and provide progress reports on construction, repair, and renovation work.
- Ensure that all work is procured in accordance with state and local law and anti-fraud policies.

Safety and Security

- Collaborate with the Director of Technology to monitor security systems and procedures, including video surveillance and entry control, and safety systems such as fire alarms and equipment alarms. Ensure appropriate training to end users of these systems.
- Regularly review building codes and environmental or physical safety precautions to ensure compliance, including programs such as AHERA, AAB, OSHA, MassDEP, and IPM standards.
- Serve as a member of the district emergency management team and make decisions that demonstrate good judgement and calm under pressure.

Supervision

- Set clear expectations for the department, establishing a safe, healthy, and clean environment.
- Direct and evaluate work performance both effectively and objectively.
- Supervise (3) UPS Maintenance FTE, (1) part-time Administrative Assistant, and (1) part-time Grounds employee.
- Monitor a feedback system from Principals regarding the cleanliness and safety of all facilities.
- Oversee all outsourced/vendor work to ensure service levels are met/exceeded.
- Develop and implement professional development/training plan for all maintenance staff.
- Coordinate vacation schedules and substitute coverage for departmental personnel.

Financial Management

- Establish detailed bid and quote specifications pertaining to larger equipment purchases and/or capital projects.
- Actively monitor the department's current operating budget and conduct a cost analysis of facilities expenditures as a basis for future budgets. Estimate equipment replacement costs.

Partnership and Collaboration

- Establish strong relationships with supporting school stakeholders as well as town agencies such as the Town Manager, Department of Public Works, Police, Fire, Municipal Improvement Committee, and Capital Planning Committee.
- Provide input as needed for the School Committee, School Building Committee, etc.
- Communicate/present routine updates on budgetary and/or construction/maintenance project status.
- Perform other duties, tasks, and responsibilities as assigned by the Superintendent or Director of Finance and Operations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Engineering, Facilities Management, Architecture, Construction Management, or a related field.
- Five (5) or more years of progressively responsible supervisory experience that is directly relevant for performing the functions of the job.
- Knowledge of municipal construction and procurement, including M.G.L. Chapter 30, 30B, and 149.
- Valid Massachusetts motor vehicle operator's license.

PREFERRED QUALIFICATIONS

- Masters/Bachelor of Science in Facilities Management or CMAA Certified Construction Manager.
- MA Construction Supervisor's License.
- Experience in educational or municipal facilities, or experience with the MSBA.
- Experience with computerized maintenance management systems, such as automated work order systems, surveillance systems, and HVAC control systems.
- MCPPO Certification (working knowledge of M.G.L. Chapters 7, 30, 30B, and 149).
- LEED Certification, or OSHA/EPA Environmental Health & Safety Certifications, AHERA designation as lead person.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to analyze and assess electrical, lighting, heating/ventilation, plumbing and other mechanical systems found in schools.
- Ability to preempt breakdown and/or problem-solve issues by being attentive and strategic.
- Ability to plan and implement long-term initiatives, such as multi-year capital projects or energy efficiency initiatives.
- Strong verbal and written communication skills.
- Strong organizational and planning skills.
- Ability to prioritize items for immediate action, but not lose track of non-urgent tasks.
- Strong computer skills. Ease with using spreadsheets to plan budgets or organize information, ability to smoothly use videoconference tools for meetings, and comfort with problem-solving issues that arise in building maintenance software.
- Ability to collaborate effectively with colleagues and forge effective working relationships with all stakeholders.

PERSONAL QUALITIES

- Applies professional judgement and discretion well.
- Is able to work independently, yet also effectively manage multiple stakeholder relationships.
- Exhibits equilibrium even when confronting urgency or pressure.

WORKING CONDITIONS / PHYSICAL DEMANDS

- Work takes place indoors or outdoors with less than 50% of the time spent in an office environment. A typical day requires travel between facilities.
- Sufficient vision to read printed documents, including mechanical, electrical, and architectural drawings, and process detail on a computer screen for extended periods.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation both indoors and outdoors, despite some background noise.
- Ability to stand or walk for sustained periods, sit, bend, and reach, push and pull as well as occasionally lift 50 pounds. Demonstrate normal dexterity and agility to navigate construction sites or tight spaces and be capable of bending and climbing when needed with minimal restrictions.
- Ability to operate department-owned equipment as needed, including, but not limited to, maintenance vehicle/equipment or custodial light-duty truck, personal computer, and standard office equipment.

The physical demands described here 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.

NOTICE OF NON-DISCRIMINATION

All educational and non-academic programs, activities and employment opportunities at Uxbridge Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or disability, and any other class or characteristic protected by law.