

## **JOB DESCRIPTION**

### **TITLE: PROGRAM DIRECTOR OF FACILITIES**

#### **PRIMARY FUNCTION:**

To supervise skilled, semi-skilled and unskilled workers in providing high quality maintenance services for the buildings in the school division.

#### **DESIRED QUALIFICATIONS:**

1. Minimum of a high school diploma or equivalent.
2. Thorough knowledge of the principles and practices of construction, repairs and maintenance.
3. Thorough knowledge of occupational hazards and safety precautions of the work.
4. Sufficient business ability to perform efficiently such duties as budgeting, record keeping and purchasing.
5. Have proven ability or evidence of potential ability to work satisfactorily with teachers, students, administrators, patrons, and to supervise maintenance employees.
6. Thorough knowledge of HVAC, electrical, mechanical, plumbing, and other building systems.
7. Such alternatives to the above qualifications as the superintendent and school board may find appropriate and acceptable.

#### **REPORTS TO:**

Superintendent

#### **PERFORMANCE RESPONSIBILITIES:**

1. Use the work order system to facilitate all repairs and maintenance.

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2. Cooperate with all school personnel, particularly school principals, teachers, and custodians, to ensure that each facility is safe, attractive, comfortable, and at an acceptable level of maintenance.
3. Monitor HVAC Systems (via Computerized Energy Management System) at each facility to ensure proper operation so that the buildings are properly heated, cooled, and ventilated, including weekends. Exercise prudent operational methods and procedures to achieve economics of fuel, water, and electrical consumption.
4. Supervise all necessary electrical, mechanical, carpentry, plumbing, and other repairs necessary to maintain the physical facilities of the school system at an acceptable level of maintenance.
5. Maintain an inventory of supplies, equipment, tools, and machinery for each building.
6. Supervise and direct the employees in the various job disciplines in the maintenance department.
7. Be available at all times for emergencies.
8. Keep accurate records of repair parts and supplies used in the repair and maintenance of facility machinery and equipment.
9. Inspect school buildings and office facilities on a regular basis for needed repairs and maintenance, and establish priorities on repair projects.
10. Meet with salesmen and contractors to gather specification and application data and cost information on materials and equipment required for facility operation and maintenance.

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**Director of Facilities and Logistics**

11. Work closely with contractors and suppliers on the coordination of project work and assist in assuring compliance with the construction specification.
12. Supervise the moving of furniture and equipment.
13. Check projects for progress and for conformance to work plans and orders for both contracted and in-house work.
14. Assist in estimating approximate cost figures as an aid in budget preparation.
15. Receive requests for emergencies and make arrangements for their prompt performance.
16. Attend all regular school board meetings, and other meetings as required.
17. Follow all procedures and policies of the school board, Environmental Protection Agency, and Department of Environmental Quality in the disposal of any materials.
18. Perform any other specific and reasonable duties as may be requested by the superintendent and the school board.

**TERMS OF EMPLOYMENT:**

As per contract.

**EVALUATION:**

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

**Adopted: by the Bristol Virginia School Board on March 18, 2013.**

**Revised: by the Superintendent of Schools on November 30, 2020.**

**Revised: by the Superintendent of Schools on June 5, 2023.**