

## **ANTICIPATED TRANSFER OPPORTUNITY: DIRECTOR OF FACILITIES II**

The District is seeking a highly qualified and motivated individual to fill the position of Director of Facilities II at the Waterford-Halfmoon UFSD. Incumbents will be responsible for planning, organizing and directing the operation, maintenance and repair of s School District's facilities department.

Please note: this posting is for those who currently hold the title of Director of Facilities II. Those candidates on the NYS Director of Facilities II Civil Service List will be/have been canvased by the Saratoga County Department of Personnel.

### **Job Duties**

- Schedules inspections and completes reports for federal, state, and local regulatory agencies to ensure compliance with codes, rules and regulations;
- Supervises staff responsible for daily preventive maintenance and custodial activities;
- Supervises the in-service training of custodial, maintenance and if applicable, transportation employees;
- Manages, develops and schedules a preventive maintenance program and capital equipment replacement program designed to retain buildings, grounds and equipment in a safe operating condition;
- Inspects and oversees painting, carpentry, plumbing, electrical, and other mechanical maintenance and construction work performed by private contractors, custodial, or maintenance employees to ensure work is in compliance with contract specifications, as well as, applicable codes and regulations;
- Discusses capital projects, maintenance, repair and operational needs with school administrators;
- Reviews the School District's expenditures from the prior year and assists the administration with the budget process by forecasting and planning for the upcoming budget;
- Monitors expenses to ensure budgetary limits established by the School Board are not exceeded;
- Recommends purchase of materials and supplies and develops and directs the maintenance of the inventory control system;
- Maintains records and prepares reports related to operations and the work performed and schedules repairs when necessary;
- Recommends staffing to administrators and is also responsible for interviewing, hiring, evaluating and disciplining departmental personnel;
- Manages and when necessary, performs preventive maintenance and repairs on equipment, including plumbing, HVAC and electrical systems;
- Manages and when necessary, performs cleaning and custodial duties to ensure the cleanliness and sanitation of all District buildings and spaces within;
- Troubleshoots problems with equipment, including HVAC and electrical systems and may contact contractor to perform repairs when a non-routine issue is identified;

- Oversees or performs inspections on and tests security systems, safety lighting, fire extinguishers, fire alarm system, doors, and eyewash stations to ensure proper operation and compliance with applicable codes and regulations;
- Ensures removal of snow and ice from sidewalks and roadways;
- Responds to inquiries from employees, school district administrators and the public regarding school district buildings and grounds activities;
- May use a variety of tools and operates a variety of motor and other equipment related to building and grounds maintenance;
- Other relevant duties as assigned

**Salary Range:**

\$70,000 - \$75,000 commensurate with experience.