

BOISE SCHOOL DISTRICT

Facilities and Operations Manager

Position Summary: The Facilities and Operations Manager provides general management and direction for all maintenance and repairs of District facilities and equipment. The incumbent is responsible for personnel management issues commensurate with the assigned duties in association with craft, warehouse, custodial and office management. Daily responsibilities are directed through direct reporting managers, foremen/supervisors and staff. This position also serves as the Assistant Administrator of the Facilities & Operations.

Essential Duties and Responsibilities:

- Assist the Administrator of Facilities and Operations in the supervision, planning, organization and scheduling the work of various craft workers, repair workers, maintenance and trades specialists;
- Coordinates/conducts and maintains facilities maintenance surveys and scoping studies of potential projects and related costs;
- Knowledge of current building codes and associated requirements related to standard maintenance practices regarding public facilities;
- Manages the trades shop foremen in conjunction with the Facilities Administrator;
- Interviews, hires, coaches, disciplines and terminates facilities personnel;
- Represents the department with governing authorities such as city, county and state building departments; fire and health departments and highway districts as appropriate;
- Assembles reports and drafts planning documents regarding needed repairs and the status of ongoing projects for the Facilities Administrator; recommends priorities;
- Assists in developing cooperative relationships with District staff and personnel;
- Ensures all work is performed in accordance with District policies, procedures, approved safety practices, governing codes and regulations;
- Participate in the processing of employee complaints and grievances in accordance with District procedures;
- Special assignments and other duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Facility maintenance management procedures best practices;
- Budget preparation, management, tracking systems and reports;
- Service and insurance agreements;
- Short and long-range project planning;
- Leadership, organizational and analytical skills;
- Building construction and maintenance systems.

Ability to:

- Prepare and maintain complex records and statistical reports;
- Prepare budget projections that meet the facility needs of the District;
- Provide leadership to staff and project teams;
- Bring uncompromising professionalism and integrity to all dealings;
- Clearly communicate with contractors, architects, and engineers and staff;
- Plan, organize and administer operational services;
- Read, comprehend and transmit complicated, detailed instructions orally and in writing;
- Calculate figures, percentages, amounts, fractions, ratios and proportions to practical situations;
- Deliver projects on schedule and within budgetary guidelines;
- Read and understand and synthesize contract documents;
- Extensively use Excel, Microsoft, Google documents and other relative technology.

Acceptable Education, Experience and/or Training:

Degree in Construction Management, Business Management, Leadership or related field preferred. Equivalent combination of experience and training in facilities management, building maintenance and construction at a supervisory level will be evaluated in lieu of degree. A broad knowledge of how schools are managed, instruction is delivered and the utilization of all district facilities to carry out the District's mission to provide high quality education for all students required.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and to operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, occasionally lifting or moving objects that may weigh up to 20-30 lbs.
- Occasionally related job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, and grasping.