

## **ASSISTANT DIRECTOR OF FACILITIES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a leadership position within the Facilities department responsible for providing day-to-day oversight and supervision of the grounds and custodial staff throughout the district. The incumbent may direct the work of staff and assignments of central maintenance staff each day to best meet the needs of the district. They may also be required to schedule and coordinate with vendors for work requiring external expertise. This is a highly visible position across the district.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Oversees, direct, and evaluate the work of the custodial, maintenance, and grounds staff;
- Supervises and evaluates the loading and unloading of materials and equipment;
- Visually inspect the work of custodial, maintenance, and grounds staff providing guidance on areas for improvement, noting areas of excellence;
- Keeps simple records of work performed and employee time;
- Supervises and evaluates snow and ice removal operations;
- Supervises and evaluates various grounds keeping tasks such as grass cutting, raking, trimming shrubs, trimming trees and removal of debris;
- Supervises and evaluates building cleaning and maintenance tasks;
- Participates in employee discipline meetings;
- Prioritizes and assigns work orders from School Dude;
- Mentors and provides/organizes training for building leads and Maintenance and Operations; staff, serves as a resource for them to ask questions, seek guidance, etc.
- Enters and retrieves information in an automated system;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to supervise the work of others
- Ability to understand and follow oral and written reports
- Ability to keep records
- Ability to work well with others and serve as a leader
- Good knowledge of the practices, methods, tools, etc. used in construction, custodial services, maintenance, and grounds operations
- Skill in the operation of manual and power hand tools
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position;

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid experience (or its part-time equivalent) in general labor or construction work or building or grounds maintenance.