

# **Fairfield Public Schools**

**Title:** Manager of Facilities

**Job Purpose Statement:** This position is responsible for planning, organizing, coordinating, supervising, and evaluating the operational and maintenance programs for all school system buildings, facilities and sites, monitoring work done by private contractors, planning, coordinating, and supervising Board of Education construction and renovation projects. Performs related work as required.

**Responsible To:** Director of Operations.

**Supervision Exercised:** Exercises direct supervision over the maintenance and custodial staff.

**Essential Job Functions:** Prepares, implements, manages and controls the budget related to the operational activities and assignments for various maintenance and facilities related services, including, maintenance, grounds, custodial, and fleet maintenance.

Coordinates the staffing and operational activities of the various maintenance and facilities services.

Prepares, conducts and supervises training programs for all operations and maintenance staff and periodically inspects work performed to evaluate quality and quantity of service rendered. Keep training records current and up to date for all maintenance and custodial employees.

Responsible for cleanliness, safety, security, and maintenance of all facilities as well as the proper indoor air quality of all facilities related to heating, ventilation, and air-conditioning of all buildings.

Reviews plans, specifications, schedules, and supervises improvements, alterations and repairs to existing facilities.

Works with consultants, architects, and engineers as well as other contractors to prepare plans, specifications, and cost estimates for facilities projects to be bid through the Town of Fairfield purchasing process.

Plans, prepares, and supervises extensive preventative maintenance programs.

Must be able to communicate and work with Town of Fairfield building, fire, health, police, conservation, zoning, tree warden departments as well as shared services with the Department of Public Works.

Issues recommendations concerning the granting of contracts, monitoring and inspecting contractors work, and approves applications for payment for completed work.

Maintains records to support departmental activities and prepares periodic projections and statistical reports on regular operations and special projects undertaken.

Recommends, plans and supervises construction and renovation projects. Makes judgment concerning the need to employ private contractors.

Maintains hazardous material testing data and files for all school buildings as well as all MSDS papers and keeps master files in the Maintenance Department. Also keeps all records current and up to date.

**Incidental Job Functions:** The Director of Operations and/or the Central Office Administration may assign specific duties and responsibilities from time to time as the need arises.

Interact with school principals on an as needed basis.

**Knowledge, Skills and Abilities:** Thorough knowledge of the practices of facilities management to include maintenance, grounds, and custodial operations. Strong communication skills required. Knowledge of administration, including budgeting, planning, and experience in supervising a staff of over 75 employees.

Experience in:

1. Reading and interpreting plans and specifications
2. Package boilers, pumps, and chiller systems
3. HVAC systems and integrated controls
4. Indoor air quality and “Tools for Schools” Program
5. All types of skilled trades
6. Working in a school system, university, hospital, or similar facility
7. Good written and verbal communication skills
8. Personal skills which assist in meeting and working effectively with public officials and members of the general public

**Minimum Qualifications Required:** Graduation from an accredited college or university with a Bachelor’s Degree in Engineering or Architecture.

Minimum of five (5) years of progressively responsible experience in either plant operation or maintenance, building construction, a combination of either, or in a directly related field, three (3) years of which shall have been in a supervisory capacity.

Experience with computer software programs related to facilities management, computerized maintenance work orders, and preventative maintenance programs.

**Physical Exertion/Environmental Conditions:** Regular intermittent exposure to computer screens as well as some light to medium lifting. Some degree of stress in interacting with staff members, the public, and dealing with confidential information.

**Bulletin:** The job of Manager of Facilities requires a responsible person to oversee a large maintenance and custodial program for the Fairfield Public School system.