

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

07/19	<u>DIRECTOR, MAINTENANCE AND CONSTRUCTION SERVICES</u>	3.7.6
Effective Date	Job Title	Index

1. Primary Function: Provides District and community leadership in ensuring that District facilities and plans meet the needs of staff, students and the expectations of stakeholders. Plans, develops and implements operational programs designed to maximize the operation and preservation of the District's numerous facilities to meet present and future needs; investigates, recommends and manages the development and implementation of the District's Capital Improvement Plan (CIP). Provides leadership and oversight for the integration of maintenance and construction services to ensure that all facilities are functioning properly and are properly maintained; plans and directs a resource conservation program. Ensures that the Business and Support Services customer service model is fully integrated in departmental operations. Works collaboratively with the Director of Custodial and Property Services to provide seamless customer service.

2. Responsibilities:
 - 2.01 Works collaboratively with city, county, state, and federal agencies on regional planning issues.
 - 2.02 Works collaboratively within the District and with other local governmental agencies to determine future sites for buildings and ongoing permitting requirements.
 - 2.03 Directs and supervises the development of building specifications by coordinating the efforts, activities, and requirements of educators, architects, engineers, and contractors to ensure that buildings will facilitate educational programs, be flexible to changes in programs, and achieve an optimum balance between functionality, quality of construction and costs.
 - 2.04 Directs the activities of the Maintenance and Construction Services Department, including new facilities, remodeling and renovation, plant operations, equipment purchases, grounds, preventative maintenance and all capital improvement projects.
 - 2.05 Directs the district-wide resource conservation program.
 - 2.06 Develops and implements departmental service policies, staffing models, and in-service training.
 - 2.07 Prepares and recommends operating and capital budgets for departments within area of responsibility and controls expenditures within approved budgets.
 - 2.08 Selects, hires, trains and evaluates personnel. Recommends salary increases and termination for staff.
 - 2.09 Develops both long- and short-range plans to meet the District's requirements for facilities.
 - 2.10 Develops both long- and short-range plans for the scheduling and completion of capital improvement programs.
 - 2.11 Directs and supervises long- and short-range maintenance planning for all District facilities, grounds maintenance programs, HVAC controls program and resource conservation program.
 - 2.12 Develops procedures to integrate new and renovated facilities into existing District operations.
 - 2.13 Oversees the implementation of General Obligation Construction Bond programs.

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3. Key Relationships:

- 3.01 Chief Operations Officer: Direct report to this position. Assists in strategic planning and operational issues. Keeps COO continually updated regarding departmental activities.
- 3.02 Facilities Staff: Supervises Manager of Maintenance Services, Construction Services Lead, Energy Conservation Coordinator, office staff, and others as assigned. Works collaboratively across all facilities functions to provide integrated customer service.
- 3.03 Safety and Risk Management: Works with Safety and Risk Management to ensure training of employees, building safety, and active participation on site assessment teams.
- 3.04 School and District Administrators and Departmental Supervisors: Confers and advises on all matters relating to the proper functioning of buildings, maintenance of facilities and grounds, and all capital improvements.
- 3.05 School and District Administrators and Department Supervisors: Works closely in defining specifications for materials, supplies, equipment, and services; clarifies and interprets related District policies.
- 3.06 Board Members and Public: Informational presentations the bond program, CIP, building and ground maintenance, and operational needs and limitations; interprets policies.
- 3.07 Local Governmental Agencies: Informational presentations regarding the District's plans for future facilities; confers on the impact of agency actions and proposed actions on District operations and/or proposed agency operations.
- 3.08 Fiscal Services: Confers and provides financial reports the bond program and the CIP projections.
- 3.09 Suppliers and Vendors: Reviews product or services as required
- 3.10 Purchasing and Contracting: Works collaboratively to secure the necessary products and services.

4. Minimum Qualifications Preferred:

- 4.01 Degree in architecture, engineering, facilities management or other business-related field or experience and equivalent training.
- 4.02 Five years of executive management experience resulting in acquired skills in planning, organizing and controlling a major area of responsibility.

5. Term of Employment: 12 months.

6. Salary Level: Grade 208A.