

Job Title: Facility Director

Exempt-Status (Hourly/Salary): Exempt/Salary

Supervisor: Head of School

Purpose: Under limited supervision, directs and controls the operation of the Custodial Department. Work involves directing the scheduling and operation of the Custodial Department. Work in requisitioning materials, tools, and equipment or technical specifications needed to complete maintenance work, and supervising and inspecting all work performed. Work also involves developing and executing maintenance and construction programs.

Duties and Responsibilities

- Directs the scheduling and operation of custodial crews.
- Develops and executes approved maintenance and construction programs.
- Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.; prepares work schedules; requisitions materials, tools, and equipment needed to complete job tasks.
- Initiates action to correct or repair damaged property; assigns crews or receives bids to perform work; and inspects work upon completion.
- Supervises and inspects all work performed by internal and external facility crews.
- Works closely with the Head of School to determine current and future needs.
- Maintains all records of repairs, renovations, and scheduled preventative maintenance.
- Drafts plans, prepares specifications and develops technical information for plans and specifications.
- Responsible for identification, planning, development, budgeting and execution of projects associated with maintenance and repair of school plants and equipment.
- Provides technical information and guidance to Head of School concerning maintenance repair of school plant and operation.
- Enforces state, local, and school system policies and standards.
- Performs follow-ups on maintenance and service procedures and sub-contractors.
- Works with various government agencies such as, building, health, fire, insurance, etc. to assure acceptable standards are maintained.

Eligibility Requirements

- Exercise considerable independent judgment and initiative in performing assigned duties.
- Exercise tact and courtesy in contacts with school officials, co-workers, contractors and the general public.
- Bachelors degree in Communications, Facility Management, Emergency Management, or similar preferred
- Must have

Pay Grade

NC Teacher Masters Pay Scale, National Board Scale with Masters in Eligibility areas or State/National recognized trade organizations