

JOB CODE: 70565**TITLE: DEPUTY CHIEF – FACILITIES MANAGEMENT**

PURPOSE: The Deputy Chief of Facilities Management is responsible for developing a facilities management strategic plan and preparing building and equipment assessments. Position plans, initiates, and implements a building inspection program to ensure the safe and proper functioning of all building systems and the effective and efficient utilization of District resources.

QUALIFICATIONS:

1. Bachelor's degree in engineering, business management or related field.
2. Extensive work experience as an administrator in increasingly responsible leadership positions in one or more of the following areas: facilities design, facilities management including maintenance of the physical plant and capital projects procurement and construction involving institutional / commercial projects within a large school system or other comparable entity/organization.
3. Demonstrated experience in project control, budget, schedule control and development.
4. Demonstrated experience in supervising, motivating, developing, and coordinating the activities of management level staff.
5. Working knowledge of federal, state and local codes and regulations governing the planning and design of public facilities
6. Evidence of strong conceptual, analytical, organizational, collaborative and management skills, as well as demonstrated leadership ability.
7. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
8. Demonstrated leadership skills and abilities in managing human and financial resources for accomplishing the District's mission, goals and objectives.
9. Possess excellent organizational skills and the ability to plan, organize, and coordinate multiple projects simultaneously.
10. Strong leadership, management, and conflict resolution skills.
11. Knowledge of computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:**Essential Functions:**

1. Develops a facilities strategic plan and prepares building and equipment assessments.
2. Plans, initiates, and implements a building inspection program to ensure the safety and proper function of all building systems.
3. Researches and implements new and innovative maintenance and construction techniques and practices.
4. Develops long and short range maintenance plans/programs (e.g. emergency response plans, energy management plans, annual budget, etc.) for the purpose of ensuring that district resources are effectively utilized.
5. Develops quality assurance oversight program for custodial work.
6. Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
7. Plans and conducts conferences and regular department meetings.

8. Exercises decision-making control and supervision of all facilities services departments/units.
9. Plans, prepares, executes, and evaluates the facilities services budgets.
10. Evaluates the objectives achieved by each department/unit within facilities services.
11. Maintains communication with the FDOE and other appropriate organizations, associations, government agencies and school districts regarding existing, new and pending laws, regulations and codes with regard to the impact of such on the District.

Performance Effectiveness Criteria:

In addition to the employee being responsible for each of the performance responsibilities listed herein, annual progress will be assessed with respect to support and achievement of the District Strategic Plan and associated applicable scorecards.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 04/17
Salary Level: S10
FLSA Status: Exempt

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.