

BURLINGTON SCHOOL DISTRICT JOB DESCRIPTION

Job Title: Director of Property Services
Supervised by: Director of Infrastructure and Technology
Supervision responsibilities: Property Services Employees
Fair Labor Hour Standards: Non-exempt
Employment status: Non-Union
Location: District

JOB GOAL:

The Director is responsible for the coordination of all aspects of the physical plant upkeep, maintenance, and construction to ensure a clean, safe and well maintained learning and working environment, and for the supervision, scheduling and evaluation of all employees of the Burlington School District Property Services Department in order to efficiently and effectively achieve this goal.

REQUIRED QUALIFICATIONS:

Education/Experience

- HS Diploma/GED Required, related College Degree preferred
- Significant direct experience with facility management
- Professional License or Building Trades Certification
- Valid Vermont drivers' license.
- Have or be eligible to get additional certifications, such as Asbestos or Lead RRP.
- Minimum of five (5) years relevant work experience in the fields of construction, building security and operation, maintenance systems, preventive maintenance, and energy conservation.
- Minimum of three (3) years in personnel supervision

Legal/Regulatory Knowledge

- Knowledge of federal, state and local building, construction and public school physical plant laws and regulations.
- Knowledge of federal, state and local student transportation laws and regulations.
- Knowledge of workplace safety laws, regulations and practices.
- Knowledge of life safety and building codes.

Personnel Management

- Experience hiring, training, managing and evaluating employees
- Experience with labor relations and union environments, preferred.

Department Administration

- Excellent communication, documentation and organizational skills, to include but not limited to e-mail, calendar, Google docs, excel and word;
- Experience developing and managing operating budgets.

- Experience preparing and presenting reports.
- Experience working cooperatively and professionally with others, for example other district employees, administrators, vendors, code enforcement, contractors and the public.
- Experience monitoring, evaluating, and improving systems and processes to ensure effective facility management.

General

- Available to work a flexible work schedule to include evening meetings and supervision
- Able to follow directions, oral and/or written
- Self-motivated, able to work independently.
- Able to perform the essential physical demands, listed below.
- Demonstrates strong interpersonal and human relations skills.
- Able to define and resolve unique and complex problems.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

ESSENTIAL DUTIES:

- Supervise and evaluate all property services personnel
- Supervise Assistant Director and Senior Maintenance Tech
- Provide support to Assistant Director and Senior Maintenance Tech
- Recruit and train new employees, ensuring adequate staffing levels.
- Appropriately assign staff to ensure the effective and efficient use of staff.
- Follow appropriate disciplinary process upon consultation with the Director or designee.
- Promptly investigate and respond to grievances, adhering to contractual obligations and legal requirements.
- Provide staff training, plan orientation and inservice training.
- Institute and maintain a safe working practices for all property services staff.
- Respond to and investigate work related injuries reported within the Property Services Department.
- Ensure efficient and effective use of the Work Order System and ensure prompt response to requests.
- Inspect maintain all buildings and structures in accordance with all local, state and federal regulations.
- Oversee projects related to the physical plant.
- Establish and monitor preventive maintenance programs.
- Supervise inventory and equipment maintenance and supply and material orders.
- Develop and monitor budget expenses, such as but not limited to, overtime, supplies and materials.
- Supervise student transportation scheduling, school bus maintenance and compliance with state and federal regulations.
- district policy related to buildings, grounds, operations
- Work in cooperation with district directors and principals.

- Attend meetings as requested and/or required.
- Prepare all reports as requested and/or required.
- Performs other duties as requested by the Superintendent and/or his/her designee.

PHYSICAL DEMANDS:

- Possess strength and stamina to be able to remain in a stationary position for a period of up to 90 minutes at a time throughout the workday.
- Ability to move from place to place including using stairs.
- Ability to lift up to 80 lbs.
- Ability to carry up to 60 lbs.
- Ability to climb ladders and work in confined spaces.
- Frequent walking, climbing, lifting, carrying, reaching, grabbing, pulling, pushing, twisting, bending, stooping and kneeling.
- Occasional running, or other physical activities

ENVIRONMENTAL WORKING CONDITIONS:

- Air-conditioned and non air-conditioned buildings.
- Occasional exposure to weather extremes.
- Ability to tolerate extremes in noise levels.
- Ability to tolerate stressful situations and maintain proper decorum.

EVALUATION:

Performance will be evaluated by the Director Infrastructure and Technology annually on the ability and effectiveness in carrying out the above responsibilities, in accordance with procedures established by the Superintendent of Schools.

TERMS OF EMPLOYMENT:

- Twelve month per year.
- Salary and benefits as established by the Board.

I have read and understand the contents of this job description, including but not limited to the qualifications, essential duties, physical demands and working conditions of this position.

EMPLOYEE SIGNATURE

DATE

DATE REVISED: JULY 18, 2014

BY: L. P. IRISH