



Yukon Koyukuk School District
Administrative & Support Offices
4762 Old Airport Way
Fairbanks, Alaska 99709

Christopher Simon
Superintendent

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Job Description

Position: **Director of Facilities & Capital Improvements**

Reports to: **Superintendent**

Work Year: **260 days**

Summary

This position involves responsibility for the maintenance and operations activities of school facilities. Duties include the management of heating, ventilation, air conditioning, lighting and maintenance of school system buildings and grounds. This position also involves responsibility for facilities planning, capital projects, budget preparation and purchasing. Work is performed in accordance with established policy, under general supervision with wide leeway permitted for the exercise of independent judgment. Supervision is exercised over all subordinate custodial, building maintenance, grounds and capital project management staff; other related work as required.

Requirements

Comprehensive knowledge of building maintenance and operation activities in a multiple structure system; comprehensive knowledge of heating plant and air conditioning operations and safety precautions; comprehensive knowledge of the principles and practices of coordinating maintenance, grounds and custodial staff and materials; good knowledge of building maintenance trades and operations; good knowledge of construction drafting, blueprints and specifications; ability to understand, inspect and remedy defects in the maintenance and operation of buildings and equipment; ability to plan, organize, coordinate, train and supervise a staff having diverse skills in heating, plumbing, electrical, air conditioning, carpentry, painting, other trades, custodial and grounds maintenance personnel; highly developed interpersonal skills and the ability to maintain efficiency and harmony in working relationships among subordinates, with district administrators and other district staff; ability to apply critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand, and execute oral and written directions; ability to prepare preliminary budget and renovation estimates; ability to develop and maintain a written long range facilities plan; mastery of written and oral management reporting skills; mechanical aptitude; dependability; ability to use computer applications such as spreadsheet, word processing, calendar, email and database software; good judgment; dependability; tact; initiative; physical condition commensurate with the demands of the position.

Qualifications:

Any combination equivalent to: bachelor's degree in engineering, architecture or related field and eight years experience in maintenance, grounds or related function including three years experience in a supervisory capacity.

Essential Duties and Responsibilities

- Develop and manage an approved district wide preventive maintenance program that meets all requirements of the State of Alaska Department of Education & Early Development;
- Directs and supervises assigned staff in the safe and efficient maintenance and operation of school system buildings and grounds;
- Participates in the selection, training and development of subordinate staff;
- Develops, schedules, and manages a preventive maintenance program designed to retain buildings, grounds and equipment in safe operating condition;
- Makes recommendations to school administrators on maintenance, repair and operational needs;
- Makes periodic inspections of buildings and grounds, especially heating plants and special hazard equipment;
- Participates with other management personnel and Board of Education in planning of new construction and major repair work;
- On assignment, represents the Superintendent of Schools and/or Board of Education;
- Ensures that subordinate staff conform to requirements of law and policies of the school system and reports improper conduct of employees to immediate superior;
- Plans and supervises school system physical security activities;
- Identifies and reports mechanical and structural deficiencies and the need for repair or replacement to superior;
- Investigates complaints and takes appropriate action to reduce repetition;
- Inspects and prepares reports on the work of outside contractors and recommends acceptance or rejection;
- Investigates and reports on damage to buildings with recommendations for repair and prevention;
- Prepares preliminary plans, specifications and cost estimates of assigned repair and alteration projects;
- Prepares maintenance and operation budgets and justifications;
- Maintains records of time and material expended, supplies inventory, and projects of workload;
- Supervises and participates in the purchase of all supplies and equipment for maintenance of school district buildings;
- Directs snow and ice control activities
- Responds to emergencies and organizes staff to cope with indicated needs;
- Receives and acts on citizen complaints regarding school property
- Ensures that required facilities reports are prepared and filed with appropriate agencies;
- Write capital improvement project grants;
- Maintains a long range capital construction plan for all facilities

Physical Requirements

An individual will be required to work the majority of hours in a general office environment, and will need to be able to quickly respond to a change in work demands. Have the ability to work long

hours to complete all required tasks demands. The work requires routine walking, standing, bending and carrying items weighing a minimum of 40 pounds.

Environmental Conditions

While performing the duties of this job, the employee is frequently exposed to extreme weather conditions. Temperatures reaching as low as 50 degrees below zero during the winter months. Employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places, extreme heat and high noise levels. Lack of immediate access to critical medical services as well as urban community services are not available.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This job description is not an employment agreement or contract, implied or otherwise, other than an “at will” relationship. Management has the exclusive right to alter the scope of work within the framework of this job description at any time without prior notice.