



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director of Facilities
Payroll/Personnel Type:	12 Month
Job #:	8895
Reports to:	Deputy Superintendent Operations
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

Position Summary:

This position has leadership and management responsibility for the maintenance, construction and operations of the buildings, grounds and equipment of the District. Plans, directs and organizes the District's operational support services in the areas of facilities custodial services, maintenance, construction management, warehouse management, environmental safety, energy management and movement of equipment and furniture throughout the district.

Essential Functions:

- Develops and implements short-term and long-range strategies and plans for facilities and operational support services in alignment with the District's strategic goals and objectives.
- Manages and monitors the operating budget for the facilities division
- Monitors and evaluates, in conjunction with the Deputy Superintendent of Operations, the planning and completion of capital improvement plans
- Responsible for all energy management for the district and develops and implements plans and actions to optimize energy usage and cost
- Directs custodial and maintenance staff and works with HR on all labor relations issues
- Directs the selection of architects, engineers, project managers, contractors, and other professionals related to construction and renovation of facilities to ensure compliance with applicable codes, policies and regulations
- Reviews and ensures that M/WBE guidelines are followed on individual contracts
- Drafts resolutions regarding purchases related to facilities, warehousing, construction and maintenance prior to submission to the Deputy Superintendent of Operations, ensuring compliance with the District's policies and procedures
- Reviews all timekeeping efforts utilizing Kronos for Facilities. This includes trade staff, custodial, administrative and management team. Work collectively with Deputy Superintendent and Management team to ensure time entries are accurate and approved
- Manage administrative team ensuring facilities needs are met and adhered to in a timely manner
- The ability to work with the Facilities team for budget needs for staff and tradesmen i.e., overtime, extra-service for special projects, supplies/purchase order requests, etc.
- Reviews and manages Monthly Joint Reviews (MJR) in conjunction with administrative team, Facilities, HVAC, Maintenance, Warehouse and Grounds staff for accurate information and presentation to Deputy Superintendent of Operations
- Collaborate with Facilities in maintaining SchoolDude work order system
- Oversee and organize mid and year-end evaluations with staff which includes reviewing evaluations, offering suggestions and collaborating with management team
- Oversees and organizes Central Office space planning and departmental space utilization
- Facilitates the dissemination and understanding of Board and operating policies and procedures necessary to ensure appropriate organizational decision-making protocols are followed



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- Attend monthly Board of Education meetings as designated by the Deputy Superintendent of Operations
- Recommends, advocates, and/or implements new and/or changes to existing, policies and procedures, laws or regulations
- Serves as the District representative to municipalities, the county, and other governmental agencies for the coordination of public school facilities planning
- Works in partnership with Safety and Security on the security and condition of all sites both active and inactive
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Ability to proficiently utilize computer software, i.e., Microsoft Office Suite (Microsoft Outlook, Access, One Note, Publisher, Microsoft Word, Power Point, Excel) MS Teams and Zoom
- Familiarity with various computer and software products or strong willingness to learn i.e., SchoolDude, Kronos, Business Plus and etc.
- Ability to demonstrate administrative leadership at an executive level, including decision-making and delegation of authority
- Strategic planning skills and effective management and multi-tasking skills
- Ability to supervise, train, coach, mentor and evaluate employees and foster a cooperative work environment
- Excellent and effective communication and interpersonal skills, both verbal and in writing
- Superb ability to express information to individuals or groups effectively with strong presentation skills and public speaking
- Effective problem-solving and strong analytical skills. Ability to develop innovative solutions and recommendations
- Excellent organizational skills and ability to develop and manage projects to successful completion in a large organization
- Ability to exercise sound judgment and make decisions in high pressure and/or emergency situations
- Able to respond effectively to changing demands and has strong organization and time management skills
- Apply principles of logical thinking to define problem, collect data establish facts and draw valid conclusions
- Knowledge of federal laws, state statutes, Board of Education rules, District policies, and local municipal and county planning policies and codes
- Knowledge of and ability to understand and interpret construction drawings, specifications, plans, maps, and legal descriptions
- Knowledge of procurement regulations and contract administration
- Knowledge of the goals, objectives, structure and operations of a public school system

Experience:

- Minimum of 5 years of responsible managerial experience in construction management or facilities management
- Minimum of 5 years of project management and program evaluation experience



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