

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: EXECUTIVE DIRECTOR OF BUILDING SERVICES BUILDING SERVICES DEPARTMENT OPERATIONS DIVISION

GENERAL STATEMENT OF JOB

Under limited general guidance, performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in coordinating and directing the maintenance activities in the Building Services Department of the Operations Division. Work involves developing, implementing, coordinating, directing and supervising the maintenance of school system buildings, grounds, and equipment; overseeing all repair and preventive maintenance work on buildings and all associated building systems; and monitoring work performed by contractors who supplement building services personnel for repairs and services. Work also involves the administration of contracts for all operating and modernization activities including request for quotations, bid solicitation, contract award, pre-construction conferences, etc., as well as preparing required routine reports. Employee must exercise considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and scheduled; repair work is accomplished in a timely, safe and proper manner, personnel are efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained in accordance to procurement policy. Employee must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials. Reports to the Chief Operations Officer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Plans, develops, and executes the maintenance programs using the best technical information and industrial techniques available utilizing technical tools (i.e. software as a service) that automate and provide reporting to determine efficiencies for cost and time.

Maintains and repairs all buildings and grounds in a safe manner, ensuring the safety of all students, employees, and visitors.

Directly supervises the day-to-day activities of the Building Services Department and subordinate employees in the Building Services Department; develops and implements long range planning in coordination with other departments.

Prepares and presents oral and written reports to superiors, other departments, school officials; prepares and presents annual maintenance budget proposal.

Evaluates and creates reports regarding the condition of buildings and sites, recommending improvements or modifications as necessary; evaluates and recommends methods to optimize usage

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of available space; coordinates and supervises demographic studies that estimate future enrollment and the impact on school facilities.

Coordinates the development of the school system's long-range facilities plan; develops and monitors facility standards to meet program needs; coordinates and supervises the preparation of specifications; estimates the cost of proposed construction projects; estimates the cash flow requirements for proposed and ongoing projects.

Posts vacant positions to be advertised; screens panel results and selects qualified applicants.

Develops and implements all staff development training, Maintenance Management Programs, Preventative Maintenance Programs, Quality Assurance Programs, Health Safety Programs and Security Programs; coordinates policies and procedures enforcement, performance evaluations and related personnel matters; attends various departmental and staff meetings; meets with superiors, other department staff, subordinates, supervisors, and school officials to determine concerns and problems for immediate resolution.

Evaluates and records personnel performance; reviews all personnel performance evaluations of the Building Services Department; administers discipline and conducts personnel grievance hearings.

Initiates the preparation of plans and specifications suitable for bidding in compliance with procurement policies; monitors to completion the work of contractors performing routine, non-routine, and extra-ordinary work; performs final review of work performed.

Directs the overall technical training activities for building services personnel.

Prepares and develops new procedures or standards for the building services staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing cost and improving service to residents.

Stays abreast of new developments, regulations, policies and procedures related to all maintenance functions mandated by federal, state and local officials; adheres to federal, state, and local laws, policies, standards and procedures as they relate to contracting maintenance purchasing and the successful operation of a building services department.

Determines material usage, establishes stock levels, and establishes sources for purchasing stock required by the Division related to all building services functions and trades.

Prepares purchase requisitions; countersigns requisitions prepared by others; and approves emergency purchases on blanket orders.

Reviews all invoices for completeness, appropriateness and cost effectiveness; certifies for payment all invoices for services and materials for the Division.

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ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in construction engineering, construction management, or a related field, with 6 to 9 years of supervisory or management experience in construction or building maintenance; or any equivalent combination of training and experience that provides the required skills, knowledge, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, farm equipment, trades equipment, heavy equipment, various hand tools, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments, or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, invoices, blue prints, etc. Requires the ability to prepare correspondence, reports, forms, statistical analysis, performance plans, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety

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of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, accounting, mechanical, and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference, and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as small hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal regulations, policies and procedures regarding all maintenance functions, including contracting and purchasing.

Considerable knowledge of modern industrial techniques.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

Considerable knowledge of proper safety precautions regarding building, grounds and equipment maintenance.

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Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of building, grounds and equipment maintenance.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain routine administrative reports and records.

Ability to develop and implement department policies and procedures.

Ability to monitor and review contract work for quality.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.