

# CANUTILLO INDEPENDENT SCHOOL DISTRICT JOB DESCRIPTION

**Job Title:** Executive Director for Facilities & Transportation      **Wage/Hour Status:** Exempt  
**Reports to:** Superintendent of Schools      **Pay Grade:** A/P 8  
**Dept. /School:** Administration      **Date Revised:** April 3, 2012

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## **Primary Purpose:**

Direct, maintain, and monitor all new construction and renovation projects in the District. Direct, plan, maintain, and monitor the district preventative maintenance programs for the HVAC systems (heating, ventilating, and air conditioning), grounds, roofs, wastewater, asbestos, and facilities. Supervise the District maintenance department ensuring the safe and efficient operation of all facilities and grounds. Supervise the District custodial department ensuring the clean, healthful, and functional condition of all facilities. Direct and manage the District's transportation and vehicle maintenance program. Ensure safe and efficient operation of transportation department and in compliance with all applicable Federal and State Laws and regulations.

## **Qualifications:**

### **Education/Certification:**

Engineering and/or Architecture, or related field degree  
Masters degree in related field, preferred  
Registered professional engineer and/or architect in the State of Texas, preferred  
Certification in one or more areas of supervision, preferred

### **Special Knowledge/Skills:**

Knowledge of project planning and construction principles  
Knowledge of mechanical and electrical design and installation  
Knowledge of health and safety regulations  
Knowledge of building codes, zoning ordinances, and the inspection certification process  
Ability to read blueprints and schematics  
Ability to conduct on-site inspections of all district facilities  
Strong organizational, communication, and interpersonal skills  
Strong familiarity with environmental LEED design and functionality principles, LEED certification preferred

### **Experience:**

Five years in construction project management, architectural, or engineering experience

## **Major Responsibilities and Duties:**

### **Facility Construction and Maintenance and Custodial Operations**

1. Serve as liaison to architects, engineers, and consultants to develop, review, and finalize project plans, drawings, schematics, and specifications.
2. Consult with city, county, state, and federal officials to ensure conformity with codes and ordinances regulating district construction projects.
3. Participate in the pre-qualification or approval process for architects, engineers, and contractors.

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### **Executive Director of Facilities and Transportation**

4. Conduct on-site inspection of construction projects to ensure conformance with construction documents, programs, and needs.
5. Consult with faculty, administrative staff, and community concerning program preparation and design needs.
6. Monitor the condition of all District facilities and develop an annual schedule to maintain all facilities in good working order to ensure the health, comfort, and safety of all employees. Implement preventive maintenance schedule for all facilities including maintenance of plumbing, heating and cooling, carpentry, painting, spot roofing, welding, glass, shades, fire extinguisher, screens, locks, carpets, ceramic, and vinyl floor tiles.
7. Manage and maintain all special systems to include fire suppression, intrusion, and public address systems. Manage access codes for district facilities.
8. Work cooperatively with principals and staff to define operational needs related to facilities in order to provide improved services for all students.
9. Supervise and monitor maintenance and repair of lawns, shrubs, fencing, fields, playground, stadium, and other equipment.
10. Supervise maintenance and relocation of portable buildings including their leveling, skirting, and preparation for use.
11. Monitor progress of all equipment repairs to include telephone, school clocks, scoreboards, PA equipment, lighting systems, fire alarm systems, electronic systems, and security systems.
12. Supervise and ensure the efficient operation of the wastewater treatment plants, to include compliance with all applicable regulations.
13. Inspect existing facilities and grounds and plan and budget for repairs, improvements and upkeep as needed.
14. Maintain an inventory of the most commonly used parts and supplies to eliminate lost time in travel to vendors.
15. Supervise the Maintenance and Facilities and Custodial Operations Coordinators to ensure preventative and ongoing timely maintenance and care of all facilities and grounds and compliance with OSHA, pest management, energy management, and other applicable requirements.
16. Ensure that employee training programs are conducted for all new employees in the division and provide training updates as needed.
17. Develop and maintain construction progress schedules.
18. Coordinate and conduct project development and construction progress meetings.
19. Expedite documentation and completion of punch-list items.
20. Coordinate transition of building operation from general contractor to district upon acceptance of a facility.
21. Supervise warranty correction work.
22. Review all financial accounting in the areas of construction and maintenance and custodial operations and ensure that funds are spent in accordance with the approved budget and managed effectively.
23. Provide leadership and direction in the monitoring and evaluation of construction services.

### **Policy, Reports, and Law**

24. Develop, update, and maintain written procedures in compliance with federal, state, and local laws for the efficient and safe operation of the District's maintenance, custodial and wastewater treatment plant operations.
25. Complete periodic reports of construction project progress and make presentations to the board.

26. Coordinate the storage and handling of construction and maintenance and custodial operations documents, to include Integrated Pest and Energy Management.
27. Record and report all warranty dates and make final warranty check prior to end of warranty periods.
28. Compile, maintain, and file all physical and computerized reports, records, and other documents required.

### **Budget and Inventory**

29. Estimate and budget for the cost of construction, maintenance, and repair projects, including labor, materials, and other related costs and custodial operations.
30. Establish budgets and limit expenditures within budgetary amounts.
31. Assist with the preparation of bidding documents, including notice and instructions to bidders, drawings, and specifications.
32. Assist with the evaluation of formal bids and make recommendations for the awarding of contracts for school board approval.
33. Review and approve requests for payment from contractor(s) and designer(s).
34. Ensure that construction programs are cost-effective and funds are managed wisely.

### **Personnel Management**

35. Participate in personnel selection process and direct the process as appropriate.
36. Supervise administrators, professionals, and staff as assigned.
37. Supervise assigned clerical staff.

### **Transportation**

38. Oversee the Transportation Program for the District and maintain all vehicles owned by the district, ensuring compliance with all applicable Federal and State laws and regulations.

### **Other**

39. Develop and update facilities portion of the District's 5-Year Plan as needed.
40. Perform other duties as assigned.
41. Maintain an "on call status".

### **Supervisory Responsibilities:**

1. Supervise and evaluate the Maintenance and Facilities and Custodial Operations Coordinators.
2. Supervise and evaluate the Transportation Route Coordinator, Mechanics, shop foreman, dispatcher, parts manager, bus drivers, bus monitors, and transportation secretary.

### **Equipment Used:**

Personal computer, copier, and calculator.

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**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Demands:**

Frequent district wide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspection of all facilities and construction projects; work around machinery with moving parts; work on ladders or scaffolding.

**Evaluation:**

Performance of this job will be evaluated in accordance with provisions of board policy.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required.

**I HAVE READ AND UNDERSTAND THIS JOB DESCRIPTION. I ALSO UNDERSTAND THAT MY PERFORMANCE EVALUATION WILL BE BASED ON THESE DUTIES AND RESPONSIBILITIES.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Reviewed by

*Martha Carrasco*

Date

*4/23/12*

Administrative Approval by

*[Signature]*

Date

*4/25/12*

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