

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
FACILITIES SUPERVISOR**

<u>DEPARTMENT:</u>	<u>BAND/GRADE/SUBGRADE:</u>	<u>FLSA STATUS:</u>
Facilities & Operations	C/4/2	Exempt

<u>CLASS SUMMARY:</u>
<p>The Facilities Supervisor is a stand alone class. Incumbents are responsible for coordinating, managing, and supervising capital improvement and maintenance projects for the District within assigned functional areas including management of contractors.</p> <p>Duties include determining project scope and feasibility of capital and maintenance projects; estimating costs of projects; collecting, reviewing and making recommendations on contract awards; meeting with contractors, architects and engineers to review building plans and to discuss bids and projects; serving as a project manager for capital improvement projects including determining schedules and inspecting projects; and, training custodial staff on chemicals and proper cleaning procedures.</p> <p>The Facilities Supervisor is distinguished from other Facilities and Operations classes in the focus on coordination and contract management of capital projects.</p>

<u>ESSENTIAL DUTIES:</u>	<u>PERCENT OF TIME</u>	<u>BAND/ GRADE RATING</u>
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.		
Provides project management for multiple capital projects District-wide including project budgeting, scheduling time-lines; and ensures material specifications are met, inspecting workmanship, and providing vendor access after hours.	Daily 30%	C/4
Meets with contractors and vendors regarding bids on capital and maintenance projects to determine project scope, feasibility, specification, and design; estimates costs, ensures building codes are met, and schedules time-lines with contractors.	Daily 30%	C/4
Collects, reviews, and makes recommendations on contract awards.	Weekly 10%	C/4
Meets with architects and engineers regarding capital projects including reviewing plans and specifications; creating designs including meeting with outside organizations to discuss projects; discussing bids and budgets; and scheduling timelines.	Monthly 10%	C/4
Trains custodians, building managers, and site support specialists on chemicals and procedures for cleaning District facilities.	Monthly 5%	B/2
Performs other duties of a similar nature and level as assigned.	As Required	



KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
FACILITIES SUPERVISOR

Training And Experience:

Associate's Degree in construction management or related field and five years of building maintenance and construction experience including two years of supervisory experience is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements:

- AZ Driver's License.

Knowledge of:

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Building maintenance and construction methods and technology;
- School campus building codes and specifications;
- Safety and security procedures.

Skill in:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Construction methods and use of related equipment and tools;
- Managing capital improvement and maintenance projects including working with schedules and project timelines;
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.



KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
FACILITIES SUPERVISOR

Class History Information:

Prepared by Fox Lawson & Associates 10.24.08
Revised by Human Resources July 2009

