

The Director of Facilities is responsible for leading all activities within the Facilities department. Responsibilities include construction and capital projects, building and grounds maintenance, district-wide custodial services, and warehouse delivery operations. The Director of Facilities is responsible for developing employees, setting strategic goals, managing annual department budgets, and collaborating with school and department leaders throughout the District.

**Chain of Command**

The Director of Facilities reports to the Chief Financial Officer.

**Competencies of the Director of Facilities**

The Director shall possess deep knowledge of Facilities processes and systems. Additionally, listed below are the leadership competencies required for this position:

- **Accountability** - Holds self and others accountable for measurable high-quality, timely, and cost effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Communication** - Effectively communicate to audiences in diverse situations through strong written and verbal communication skills.
- **Conceptual Thinking** - Sees patterns and links among seemingly unrelated things.
- **Developing Others** - Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
- **Innovation** - Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting edge programs/processes.
- **Problem Solving** - Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Resilience** - Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Results Oriented** - Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Transformational Leadership** - Assumes leadership of a group to rapidly address the need for change within an organization.
- **Vision** - Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

### **Essential Duties - Director of Facilities**

- Provide strategic direction and oversight of Facilities operations; develop and implement initiatives related to Facilities construction, maintenance, grounds, custodial and warehouse operations. Ensure alignment with district strategic plan.
- Oversee and lead all activities related to district-wide construction, building maintenance, project budgeting and timelines, grounds maintenance, custodial and warehouse activities.
- Lead RFP processes to collect, review, and make recommendations on contract awards.
- Lead legal hiring processes in order to recommend candidates for hire.
- Supervise, develop, evaluate, coach and oversee daily activities of staff to ensure the effective completion of near-term and long-term district goals.
- Develop, monitor, and provide oversight of department budget to ensure budget compliance while continually performing analysis to identify new methods of meeting operational requirements in a more efficient manner.
- Communicate with district leadership, staff, parents and community on the status of facilities, projects and budgets.
- Monitor and ensure compliance with Governing Board policies and regulations, maintain current knowledge of state statutes and state agencies, inspection requirements and other regulatory compliance.
- Attend Governing Board and other District meetings and present information as needed.
- Oversee and manage third-party and external vendors to determine project scope, feasibility, specification and design.
- Perform other duties of a similar nature as assigned.

### **Training and Experience**

Bachelor's Degree in Engineering, Business or other related field, Master's Degree preferred. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above would be considered.

### **Licensing/Certification Requirements**

Valid AZ Fingerprint Clearance card.

### **Date Revised**

11.1.2022