

**Chittenden Central Supervisory Union
Job Description**

JOB TITLE:	Director of Property Services
FLSA STATUS:	Exempt
UPDATED:	March 19, 2008

POSITION OBJECTIVES: To provide Essex Junction and Union #46 school districts with a safe and secure learning environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Departmental Personnel

- Supervises Maintenance and Custodial staff of the Essex Junction and Union #46 School Districts, Skating Facility staff, and Safety and Security staff of the Essex Junction and Union #46 School Districts.
- Establishes training or orientation programs on any components of the plant operation and maintenance systems necessary to insure the maximum performance of the property services staff members.
- Maintains record keeping and reporting systems for all department payroll information, i.e., overtime, leaves, etc.
- Schedules daily work routines and vacations for the smooth operation of the system.
- Participates in evaluations conducted by principals and facility leaders of the operation of each plant.
- Establishes a communications system by means of regularly scheduled staff meetings to ensure the highest possible level of employee morale.
- Evaluates property services personnel, Skating Facility Manager, and Safety and Security Coordinator on an annual basis and submits copies of evaluations to the Director of Human Resources.
- Recommends staffing needs for Property Services, Safety and Security, and Skating Facility
- Schedules, monitors, and delivers mandatory training to all staff of Property Services, Safety and Security, and Skating Facility.
- Provides consultation to the Principals of the Essex Junction School District related to the supervision, scheduling, staffing needs, and training of custodial staff within the EJ district.

Department Financial Planning

- Prepares and administers the budget for maintenance, grounds, Union High School #46 custodial/operational supplies, Skating Facility, safety and security, equipment, and personnel for all plants within the system. Coordinates all budget requisitions through the Executive Director of Operations
- Oversees all purchasing and payment of such department purchases within the guidelines as established by related policies.
- Maintains subsidiary job cost records/journals for all maintenance and construction projects undertaken by the District.
- Establishes systems for the accurate recording of all operation costs by building for energy consumption. Conducts such analysis of individual unit or building usage costs deemed necessary by business management for the establishment of equitable rental fees.
- Coordinate and or supervise all contractors doing buildings or ground repair or construction in the District.
- Works with Principals and the Executive Director of Operations to create, monitor, and modify the capital expenditure plan for the Essex Junction and Union #46 School Districts.

Project Management

- Participates in the planning and formulation of feasibility studies, design alternatives and cost estimates for major construction projects,
- Participates in the selection of architects, engineers, clerks-of-the-works and construction firms,

- Coordinates with agencies to obtain necessary permits,
- Coordinates with districts, supervisory union and the Department of Education on regulatory requirements and to secure state aid,
- Oversees all aspects of the day-to-day management of construction projects; monitors and coordinates work performed by the architect, engineer, clerk-of-the-works and construction firm,
- Assists in the development of project budgets; administers budgets once established and performs value engineering as appropriate,
- Reviews and interprets proposed designs, architectural drawings, and building specifications for safety considerations and appropriateness to required function and initiates revisions/change orders where appropriate,
- Directs work sequencing to expedite project completion and minimize disruption of school operations,
- Approves invoices for payment,
- Updates districts and the supervisory union on project issues/progress as necessary

Preventive Maintenance

- Communicates with building principals/directors in with regard to progress on individual maintenance or plant improvement projects being executed within their prospective buildings.
- Prepares and updates a five-year cyclical maintenance plan for all facilities within the District. Said plan to be reviewed and approved by the Executive Director of Operation prior to budget preparation for the next fiscal year.
- Prioritizes all maintenance projects to be undertaken within the District.
- Maintains a continuous maintenance log of all equipment valued over \$1,000.

Plant Operation

- Maintains surveillance on all inventory systems for both equipment and supplies for the department,
- Responsible for daily checks systems on all operations of the plant within the District.
- Maintains a schedule of all community usage of school buildings.
- Works cooperatively and collaboratively with Principals and Directors of the CCSU to help ensure safe, effective, and efficient operation of the schools.

Safety

- Assists the Director of Safety and Security in the establishment of regulations governing proper safety.
- Conducts periodic safety instruction for all employees with special programs for temporary or summer employees.
- Provides instruction to all personnel on established emergency systems.
- Takes part in all state fire inspections and conducts follow-ups on all ensuring recommendations.
- Maintain and do semiannually Asbestos inspection as required by Federal Laws & State Law and be certified as an Inspector and Management Planner to do inspections.

SUPERVISION RECEIVED: Reports to and evaluated by the Executive Director of Operations.

SUPERVISORY RESPONSIBILITIES: Directly supervises the Safety and Security Coordinator, Skating Facility Manager, and 25 employees in the Maintenance & Custodial departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Assists with the supervision of the Safety and Security and Skating Facility support staff.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- Education and Experience. Bachelors Degree in Business Administration or other appropriate discipline plus 5 years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

A demonstrated knowledge physical plant maintenance, upkeep and repairs, building security/operation and maintenance systems, and related grounds maintenance; a minimum of five (5) years of experience in planning and maintaining physical systems; such alternatives to the above qualifications as the Board may find appropriate and acceptable.

- Language Skills. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Skills. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Computer Skills and Experience. Experience and proficient computer skills in Microsoft Word. Good working knowledge of Excel required. Experience and knowledge of Database management systems preferred.
- Reasoning Ability/Mental Requirements. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently and effectively with a variety of individuals, including students, faculty, administrators, parents, and representatives of outside organizations. Ability to work cooperatively and effectively with peers, subordinates, supervisors, parents, and outside agencies.

PHYSICAL EFFORT AND STRESS. Physical ability to perform the essential functions of the job as outlined above, in addition to the following: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS:

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.