



# NASHOBA

Regional School District

9/18/2017

## Anticipated Vacancy for October 2, 2017

**Position:** Director of Facilities

**Department/Location:** Nashoba Regional School District

### Organizational Scope:

Reporting to the Superintendent. The Director of Facilities Management works across the district.

### Performance Responsibilities:

- Maintenance, repair, renovation and construction of all public school buildings in the Nashoba Regional School District including but not limited to physical structure (internal and external, mechanical, electrical telecom and plumbing services, procurement (estimating and negotiating), and all grounds.
- Plan, organize, lead and control all school district custodial, maintenance, security, and building management functions to ensure that the school district has the high quality facilities capabilities to meet educational and community objectives.
- Manage all construction/renovation projects. Prepare a schedule of regular preventative maintenance and repair tasks for buildings. Supervise and perform trouble shooting and repair work whenever possible and feasible. Complete or oversee completion of repair projects involving maintenance staff or contracted workers.
- Fulfill responsibilities of Local Education agency (LEA) designate as outlined in AHERA regulations.
- Plan, analyze and control a \$2.8 million facilities budget. Prepare and present Building and Grounds budget and periodic financial projections to the Superintendent, the Administrative Team and to School Committee. Recommend priorities on repair projects and assist in the preparation of long range facilities maintenance and improvement plan. Prepare the long range capital plan in consultation with the Superintendent and Finance Director.
- Manage maintenance and custodial staff including recruiting, training and development, team building, employee performance appraisals and corrective action. Participate on the negotiations team for the custodial collective bargaining agreement and oversee compliance with the contract.
- Manage and control district utility consumption. Track utility usage to historical data and take appropriate action to reduce usage and costs based upon interpretation of the data.
- Procure the oil and gas contracts for the Town and the School District.
- Initiate and administer various projects and purchases of goods and services requiring

Request for Proposal (RFP) format or Request for Quote (RFQ) including defining the scope of work, writing specifications, prospectus evaluation, contract negotiations and contract preparation.

- Administer federal grant applications relating to buildings and grounds including, soliciting design/engineer, preparing grant applications, record keeping and oversight of grant compliance.
- Participate as an active member of Superintendent's Advisory Team (SAT) in school policy planning and various district projects.
- Work directly with Town Administrators to ensure capitol planning coordination, priority and need.
- Establish priorities and work on multiple assignments and projects concurrently.
- Perform other duties as directed by the superintendent.

### **Job Qualifications & Physical Demands:**

B.S. Preferred (engineering, or construction management); Certification in facility maintenance; Construction Supervisor License, unrestricted; Asbestos Inspector and Management Planner License preferred; State procurement officer (MCCPO) desirable. Must have expert knowledge in buildings and grounds maintenance, renovations, and construction of new facilities; Knowledge of current codes and statutes regarding physical plants of public educational systems; Demonstrated aptitude or competence in compiling cost estimates or feasibility studies for maintenance and/or construction project; Knowledge of building systems and equipment including but not limited to roofs, structural, electrical, plumbing, HVAC, telecom architecture estimating. Strong computer skills including word processing, spreadsheet, and presentation software. Ability to learn software packages including facilities, and financial software; Excellent written and oral communication skills including preparing and delivering presentations and appropriately interacting with staff, vendors, teachers, and administrative personnel, and town officials. Ability to read and interpret a variety of documents and instructions furnished in written, oral, diagram, or schedule form such as safety rules, operating and maintenance instructions, and procedure manuals; collate and interpret technical data; Ability to analyze and solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Must be able to assist in the protection of students and school property, and assist the Principal in fire and other emergency drills as required by law and School Committee policy. To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily

Must be able to walk and stand on tile flooring for up to 1-2 miles per day, lift up to 50 pounds, bend and twist regularly at the waist, knees and neck.

**Compensation:** Salary is individually negotiated.

**Evaluation:** Performance will be evaluated by the Superintendent of Schools.

**To Apply:** Apply through SchoolSpring. See link to SchoolSpring on the NRSD website: [www.nrsd.net](http://www.nrsd.net) "Employment Opportunities".

***Applicants for employment are considered without regard to age, physical, mental or psychiatric disability, genetics, race, religion, sex, sexual orientation, gender identity, marital status, national origin, or military status.***