

# JOB DESCRIPTION

<b>Job Title</b>	Executive Director Facilities and Maintenance	<b>Job Title Code</b>	110153
<b>Reports to</b>	Chief Operations Officer	<b>Wage/Hour Status</b>	Exempt
<b>Dept/School</b>	Facilities and Construction	<b>Pay Grade</b>	109
		<b>Date Revised</b>	June 10, 2024

## Primary Purpose

Provide direction and leadership for the facilities and construction, maintenance, and custodial operations departments. Develop, revise, maintain and implement the Facility Master Plan for the district, to provide an orderly pattern of facilities growth through advanced planning and programmed development. Work closely with the chief operations officer and other members of the leadership team to facilitate support between central office and schools and ensure a safe, clean, attractive, and pleasant school atmosphere.

## Education/Certification

- Bachelor's degree in engineering, architecture, urban planning, public policy, or related field
- Professional Engineer (PE) license

## Special Knowledge/Skills

- Knowledge of principles and practices of development processes and concerns, neighborhoods, public participation techniques and development issues
- Knowledge of methods, principles and practices of engineering and architecture
- Knowledge of design and construction of educational, commercial or public facilities
- Knowledge of planning principles and techniques
- Knowledge of municipal codes and ordinances
- Knowledge of city, state and federal zoning and land use codes, acts and regulations
- Knowledge of bid preparations, project supervision and contract administration
- Knowledge of basic principles of construction and building maintenance
- Ability to manage budget and personnel
- Ability to interpret policies, procedures and data
- Strong organization, communication, and interpersonal skills
- Ability to read blueprints and schematics

## Experience

- Five (5) years professional experience, including three (3) years management and administrative experience

## Major Responsibilities and Duties

### Management

1. Manage the District's construction programs including the bond program(s) in accordance with local, state, and federal regulations.
2. Oversee the district's energy management program.
3. Facilitate solutions for areas of responsibility, and identify discrepancies between goals and status, to stimulate achievement and provide support for assigned departments' continuous improvement objectives and strategies.
4. Develop and maintain standard operating procedures for assigned departments.
5. Manage the long-term planning activities of the district including the development of a long-term facilities plan.
6. Develop estimates of construction projects.
7. Ensure timely completion of all major and minor constructions projects.
8. Coordinate construction and renovation activities for the district.

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9. Oversee the specific functions of the facilities and construction department including comprehensive planning, land development, demographics, personnel administration, and community development.
10. Explore methods for improving the planning process by developing plans and programs that are new and innovative.
11. Work with legal staff on personnel, contracts, intergovernmental agreements, and other related matters, as appropriate.
12. Manage priorities and progress of projects and activities.
13. Assist in the preparation of contractual documents for the Board.
14. Prepare construction schedules and procedures; interpret plans, specifications, and other documents relating to work under contract.
15. Serve as quality control officer to determine and enforce the standards set for staff and consultants.
16. Develop and maintain written procedures for safety and security of all district buildings and equipment.
17. Prepare plans, specifications, and bids for submission to the procurement department, for repair work and district site improvements.

## **Policy, Reports and Law**

18. Implement federal and state law, State Board of Education rule, and local board policy in maintenance and construction fields.
19. Compile, maintain, and file reports, records, and other documents required in maintenance and construction fields.

## **Budget and Inventory**

20. Assist in the preparation and administration of the budgets for the assigned departments.

## **Personnel Management**

21. Promote an organizational climate that results in positive staff morale and openness in the district.
22. Supervise the activities of staff members assigned to the department.
23. Develop and coordinate in-services for continuing staff development.
24. Recruit, train, evaluate and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

## **Safety**

25. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
26. Ensure that equipment is maintained to operating and optimum condition.

## **Other**

27. Perform duties related to disasters when needed.
28. Attend professional development activities to keep abreast of innovative techniques in maintenance and construction operations.
29. Respond to after-hour emergencies when needed.
30. Perform other duties as assigned by supervisor.

## **Supervisory Responsibilities**

Assigned personnel

## **Physical and Mental Job Requirements**

### **Mental Demands/Physical Demands/Environmental Factors**

- Maintain emotional control under stress. Frequent prolonged and irregular hours. Frequent districtwide travel.

## **Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.