

DIRECTOR OF FACILITIES

Classification: Non-Licensed Administrator

Location: Facilities

Reports to: Chief of Operations

FLSA: Exempt

Employee Group: NCAA

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the employer's needs and job requirements change.

Position Summary

The Director of Facilities provides strategic leadership and direct oversight for all aspects of North Clackamas Schools' custodial services, maintenance operations, construction programs, and district sustainability efforts.

This role manages department supervisors for custodial services and facility operations, as well as support staff, ensures consistent systems and processes across the department, and oversees departmental budgets to ensure responsible resource stewardship. The Director is responsible for planning, monitoring, and forecasting all custodial, maintenance, and sustainability expenditures.

The primary goal is to ensure all district facilities are clean, safe, energy-efficient, and fully operational, aligning day-to-day work with long-range facility planning, regulatory compliance, and the broader mission of public education.

Major Duties and Responsibilities

1. Facilities Management and Maintenance

- Oversee all maintenance, repair, custodial, and alteration activities for district buildings and grounds, ensuring compliance with health, safety, and appearance standards are met.
- Lead the creation, execution, and evaluation of comprehensive predictive and corrective maintenance programs, including regular inspections of buildings and construction projects.
- Provide strategic direction for building and site inventory management, using data systems and performance metrics to track work orders, monitor results, and drive continuous improvement.

2. Long-Range Planning and Capital Projects

- Identify long-range maintenance and repair needs, develop replacement schedules for major systems, and update cost estimates.
- Collaborate with district leadership and the Business Department on facility master planning, budgeting, and capital investment strategies.
- Provide preliminary cost estimates, research alternative solutions, and assist in developing

facility specifications for proposed capital projects.

3. Building and Site Planning/Liaison

- Support the development of district facility and site planning programs by providing current information on maintenance and repair needs and recommending building improvement plans.
- Consult with building administrators on facility needs, offering guidance on maintenance, repair issues, and cost estimates for building-funded projects.
- Collaborate with tenants of district-leased facilities to address space and maintenance requirements.
- Serve as the primary liaison with architects for all construction projects, reviewing plans and specifications, monitoring inspections and change orders, and evaluating architect performance.
- Coordinate with city and county planning officials to secure permits, manage projects through conditional use processes, testify at hearings, and maintain records of land-use approvals.

4. Strategic Planning and Monitoring

- Monitor trends in the facilities field by participating in professional organizations, reviewing industry publications, and attending relevant workshops to inform future planning and staff development.
- Lead or participate in district and cross-departmental committees and projects, including developing and facilitating in-service training for district staff.

5. Staff Management and Development

- Supervise, train, evaluate, and support all department staff while developing clear personnel and operational procedures that promote efficiency and accountability.
- Provide guidance and assistance to school administrators and staff on custodial, facilities, and grounds issues to ensure safe, well-maintained learning environments.
- Foster a culture of inclusion, professionalism, and collaboration by building strong relationships with school leaders, district administrators, external agencies, and community partners.

6. Operational Systems and Compliance

- Develop and maintain management systems to track Facility Operations work, work orders, and performance, ensuring efficient coordination across all sites.
- Establish and implement policies, procedures, and standard practices for district-wide building maintenance, operations, and preventive maintenance programs.
- Provide oversight of building security systems, including access control, door schedules, and programming, to support safety and operational integrity.
- Ensure compliance with all applicable building, environmental, and safety regulations (e.g., OSHA, ADA, fire codes), and align departmental systems for consistent, high-quality service

delivery.

7. Budget, Finance, and Procurement

- Develop, manage, and monitor departmental budgets for facilities, custodial services, and utilities, ensuring responsible resource allocation, accurate forecasting, and fiscal accountability.
- Oversee contracting and vendor relationships for all operational services and supplies in compliance with district policies and state regulations.

8. Energy and Sustainability

- Manage and monitor district-wide energy management systems, including operation scheduling, data tracking, and reporting for central management and school leaders.
- Develop policies, procedures, and specifications for procuring, maintaining, and improving energy equipment and systems.
- Lead initiatives that advance district sustainability goals in energy efficiency, waste reduction, water conservation, and environmentally preferred purchasing.
- Support site-based and system-wide sustainability efforts through coordination, data monitoring, and technical guidance.

9. Emergency Response and Communication

- Implement emergency response protocols for operational disruptions, severe weather, and facility safety incidents, ensuring timely and effective action.
- Maintain clear communication with stakeholders about operational impacts, timelines, and service expectations, while fulfilling other related duties as assigned.

Knowledge, Skills, and Abilities

Knowledge

- Expertise in building systems, mechanical operations, preventive and corrective maintenance, custodial procedures, and applicable safety and environmental codes (e.g., OSHA, ADA, AHERA).
- Knowledge of sustainability principles, energy management, waste reduction, environmentally preferred purchasing, and modern facility operations data systems and reporting tools.
- Proficiency in personnel management, inclusive leadership, project management, operational logistics, budget development, fiscal tracking, and resource allocation. Experience with procurement practices, vendor management, and relevant software applications to support large-scale operations.

Skills & Abilities

- Lead, supervise, and develop diverse operational teams, fostering a positive, inclusive, and accountable workplace culture.
- Translate long-term goals into efficient operational systems, manage complex budgets, and prioritize multiple projects under tight deadlines.
- Analyze data, monitor trends, and use metrics to guide decisions while responding effectively to emergent facility or staffing needs.
- Communicate clearly with stakeholders, interpret technical documents and blueprints, and build strong relationships with staff, school leaders, vendors, and community members.

Minimum Qualifications

1. Experience working with diverse families and communities, with a commitment to equity and engagement.
2. Minimum five years of progressively responsible leadership in facilities, operations, or related areas, including supervising cross-functional teams and large-scale operational systems.
3. Bachelor's degree in Facilities Management, Engineering, Public Administration, or a related field, or equivalent education and experience.
4. Strong verbal and written communication skills and a valid state driver's license.

Desired Qualifications

1. Master's degree and bilingual skills.
2. Professional certifications (e.g., LEED AP, CFM, BOC).
3. Experience with sustainability initiatives, energy management, or large-scale maintenance systems.
4. Proficiency with CMMS and building automation systems (BAS).
5. Experience working in public education and/or in a union environment.

Work Environment and Physical Requirements of the Position

The Director works under pressure, often meeting tight deadlines that are critical to the district's operations, and is expected to perform duties with minimal supervision. The position requires regular office hours, as well as frequent evening and weekend work, and availability to respond to urgent facilities issues outside standard hours. The role is a combination of office and field work, involving frequent visits to school and district sites to observe, support, and evaluate operations. At times, the Director may participate hands-on in custodial or maintenance tasks to model expectations, understand barriers, or provide support during critical situations.

This position also requires physical capabilities, including navigating stairs and uneven terrain, walking on building sites, crouching or crawling, climbing ladders, and lifting objects up to 50 pounds. The role demands a full range of motion—stooping, bending, twisting, and reaching overhead—and occasional exposure to weather, dust, chemicals, and loud noises. Additionally, extended periods of computer work and attendance at meetings are necessary.

