

Walla Walla Public Schools
Director of Facilities and Operations (Job No 2022-125)

JOB POSTING

Job Details

Posting ID

Job No 2022-125

Title

Director of Facilities and Operations

Description

PURPOSE STATEMENT

A member of the Superintendent's Cabinet team, the Director leads and manages the District's building maintenance, grounds, environmental health and safety, warehouse and custodial programs. The Director is responsible for supervising the activities of the maintenance and custodial departments, including overseeing building maintenance and repairs, community use of facilities, custodial services, grounds care, warehouse, safety programs, health/code compliance, hazardous materials, utilities, district print shop, and long-term facilities planning. Additionally, the Director supervises and supports the transportation and nutrition services directors.

ESSENTIAL FUNCTIONS

1. Ensure all school buildings and related facilities are examined on a regular basis for needed repairs and maintenance; establish and recommend priorities on repair projects; assign and inspect work; prepare reports on estimated costs of work and materials for project completion.
2. Maintain an efficient system for dealing with emergency repair problems.
3. Develop specifications for labor, supplies, equipment, and other materials not provided or performed by Facilities and Operations departmental personnel.
4. Ensure compliance with all state and federal public work requirements.
5. Maintain and ensure compliance with all state facilities reporting, including ICOS, SCAP, facilities conditions reports, lead and asbestos monitoring, and additional reporting as required.
6. Maintain records and follow federal, state, and local laws as they pertain to purchasing of supplies and services.
7. Develop and oversee the district's energy management program.
8. Support the district's safety and security program through facility improvements and access control management.
9. Maintain the district facilities and grounds in a condition of operational excellence to protect school owned property from loss, damage, and other related hazards.
10. Establish and administer schedules and procedures for the regular, ongoing maintenance of grounds for all district schools and office facilities; oversee the selection of appropriate supplies and equipment for effective maintenance of facilities.
11. Oversee grounds design planning for landscaping, sprinkling, and maintenance of grounds.
12. Oversee warehouse operations, in-district deliveries and hauling.
13. In partnership with the Director of Finance, coordinate the district's facility safety program.
14. Coordinate compliance with AHERA, Right-to-Know, ADA, and other federal/state agency requirements; provide assistance in worker compensation and student accident investigations as required.
15. Provide supervision and direction to the custodial supervisor to ensure appropriate care for all district schools/buildings and office facilities are maintained, standards for the selection of custodial supplies are established, and equipment for effective custodial care of facilities are procured.

16. Provide supervision and direction to the Transportation Director and Nutrition Services Directors.
17. Collaborate with the Director of Technology to ensure video, camera and related technology infrastructure and improvements are maintained and upgraded when appropriate.
18. Provide training on proper handling, packaging, transportation, and disposal of hazardous materials; coordinate the labeling, collection, and disposal of identified hazardous waste materials throughout the district.
19. Works collaboratively with the Athletic and Activities Director to ensure athletic fields are adequately maintained for safe and optimal usage.
20. Maintain the district's central record system for all building plans, specifications, equipment, service manuals, and real property.
21. Maintain appropriate financial and building/grounds records.
22. Participate in the planning of new facilities and maintain appropriate records.
23. Supervise maintenance and operations employees; prepare and conduct annual performance evaluations; select, train, monitor, and evaluate staff; resolve grievances.
24. Supervise the operations, training, and revenue sources in support of outside user groups utilizing district facilities.
25. Maintain effective communication with students, parents, staff, and the public for safety, security and positive public relations.
26. Supervise the district print shop operations and staff.
27. Additional duties may be assigned based on the skills and experience of the employee.

OTHER FUNCTIONS

1. May serve on various district committees and/or departmental work teams.
2. Perform related duties consistent with the scope and intent of the position.

REPORTING RELATIONSHIPS

- Reports to the Superintendent

MENTAL DEMANDS

- Required to adapt to shifting priorities and to frequently re-channel work effort and experiences frequent interruptions.
- May be required to work with and deescalate distraught community members or stakeholders.

PHYSICAL DEMANDS

- Required to stand and walk for prolonged periods of time.
- Ability to lift and/or move up to sixty (60) pounds. Must be able to perform tasks requiring moderate to heavy physical exertion.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor degree or 5 years successful service as a Director or Assistant Director in a similar/related position/field.
- Progressively responsible leadership experience in a large system involving staff selection, employee evaluation, discipline, management of negotiated agreements, budget, payroll, purchasing, and managing a multi-facility organization.
- Minimum of five (5) years of supervisory experience in a school district or large institutional/ commercial grounds setting.
- Experience managing capital construction projects, including but not limited to development of RFP's for solicitation, selection process, contract management, and fulfillment of owner's representative role.

- Prior experience with electronic facilities management and scheduling systems.
- Proficient computer skills.
- Articulate writing and public speaking skills.
- Demonstrated ability to lead a large work force.
- Experience in an educational organization preferred.
- Demonstrated experience in overseeing and managing budgets.
- Must reside within a 15-minute response time from the maintenance headquarters (located at 1174 Entley Street, Walla Walla, WA 99362).

Knowledge, Skills and Abilities

- Knowledge of blueprint reading, specifications, uniform and county codes, domestic water operation, fire protection systems, oil/gas boiler operations and maintenance, general knowledge of building trades.
- Knowledge of budgeting and financial management.
- Skill in effective oral and written communication; effective customer service and leadership skills.
- Ability to plan, organize, prioritize and complete tasks; exceptional organizational skills.
- Confidence with meeting the public, flexibility to handle numerous interruptions.
- Ability to deal with distraught or difficult individuals.
- Ability to establish and maintain effective and cooperative working relationships with students, staff and the public.

Licenses/Special Requirements

- Requires fingerprinting and background check to determine that there have been no convictions involving physical molestation, abuse, injury or neglect of a minor.
- Must complete Walla Walla Public Schools Risk Management and Bloodborne Pathogens Training upon hire.
- Must complete training in and adhere to district infection control plan.
- Must have or have ability to obtain CPR or first aid certificate.
- Valid driver's license and a good driving record.

TERMS OF EMPLOYMENT

Competitive salary, depending on experience and qualifications.

CONDITIONS

The preceding list of essential functions is not exhaustive and may be supplemented as necessary.

APPLICATION PROCESS

Posting open until filled

Submit online application to include:

- Letter of application detailing interest in the position and the skills and experiences that render the applicant qualified for the position.
 - Resume
 - 3 letters of recommendation
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The Walla Walla School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The Walla Walla School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services or transitional bilingual education programs, contact (509) 527-3000. The following employees have been designated to handle questions and complaints of alleged discrimination:

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**Civil Rights Compliance Coordinator
Title IX Coordinator**

Mindy Meyer, Director of HR
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
mmeyer@wwps.org

Section 504/ADA Coordinator

Barb Casey, Director of Special Education
364 S. Park Street
Walla Walla, WA 99362
(509) 527-3000
bcasey@wwps.org

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	See Terms of Employment
<i>Salary Code</i>	Per Year	<i>Job Category</i>	Administrative
<i>External Job Application</i>	Administrative	<i>Internal Job Application</i>	Administrative
<i>Location</i>	Facilities and Operations	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	11/07/2022
<i>Internal End Date</i>	<i>General End Date</i>	

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Judy Hui	<i>Title</i>	Administrative Assistant for Human Resources
<i>Location</i>	District Office	<i>Phone</i>	509-526-6712
<i>Email</i>	hr@wwps.org		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrative Survey
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