

## **ANN ARBOR PUBLIC SCHOOLS**

### **POSITION TITLE:**

**Executive Director, Physical Properties**

**FTE: 1.00**

**POSITION LOCATION: BALAS Central  
Administration**

**SALARY: \$120,000 - \$135,000**

**REPORTING RELATIONSHIP Assistant Superintendent, Finance and Operations**

**POSITION SUMMARY:** To direct and administer district-wide day-to-day management of all school facilities. Direct and administer planning and construction, remodeling, furnishings, management of leased property, management relating to sustainability of utilities.

### **MINIMUM QUALIFICATIONS:**

The following is a list of qualifications for the position, any one of which may be waived by the Board of Education in exercising its prerogative to determine qualifications.

1. Master's Degree in a field related to facilities management and/or business management.
2. Minimum of five (5) years to seven (7) years of progressively more responsible or expansive experience, including 3 to 5 years supervisory experience.
3. Possess excellent planning, project management and construction management practices and techniques.
4. Previous experience negotiating contracts and managing outside contractors.
5. Knowledge of state laws regulating bidding, purchasing procedures and contracts.
6. Budget preparation and expense control, monitoring the disbursement of funds.
7. Excellent interpersonal skills including verbal and written communication skills.
8. Supervisory or leadership experience managing a similar grounds utility or site maintenance operation.

### **JOB RESPONSIBILITIES:**

1. Recommends priorities and general strategies for facilities planning and construction; provides planning for oversight of capital improvement programs (such as general fund, sinking fund, bond funds).
2. Develops and maintains internal standards for facilities; oversees selection and provision of furnishings, fixtures and equipment.
3. Budget development, monitoring and implementation of the General Fund, Capital Needs (Bond and Sinking Fund) budgets and Utilities. Administer the operational budgets in support of planning and implementation of construction activities.
4. Guides planning and implementation of the District's environmental stewardship efforts, including reduction in the use of energy and portable water, reduction in the production of waste and greenhouse gases, increases in recycling, the use of renewable energy and recycled products. Promotes the integration of these efforts into the District's operations.

5. Effectively managing, leading and delegating tasks and authority. Provide direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; provides leadership and supervises directly the Assistant Director for Physical Properties, including Maintenance, Carpentry and Security staff. Performs annual evaluations for reporting staff.
6. Oversees long-range planning and development of new capital improvement programs; oversees development efforts for facility standards and project management standards.
7. Analyzing highly conceptual issues and problems and providing creative solutions.
8. Retains professional consultants as required to support special projects, study problems, etc.
9. Develops documents required for the solicitation of bids from contractors, suppliers, etc. in accordance with the applicable laws and District Policies.
10. Coordinates contracts and other legal issues including development of standard contracts, negotiation and administering contracts for services; assesses legal implications relating to other work activities. Negotiate and administer contracts for services.
11. Manages all District related construction projects and other work performed by contractors.
12. Evaluates properties for acquisition or disposition; manages the process of such transactions.
13. Work with the District Insurance Coordinator and Insurance Companies for safety management, loss control and property loss claims.
14. Guides planning and implementation of the District environmental efforts and promotes integration of environmental efforts into the District's operations.
15. Oversees and manages the Integrated Pest Management Plan to ensure that the District is in compliance with the Michigan Law and the Ann Arbor Public Schools Board of Education policy.
16. Schedules and participates in building and playground inspections.
17. Responds to emergencies and crisis situations to provide input and direction on facilities related aspects of the resolution of the problem.
18. Meeting deadlines and handling multiple projects.
19. Attend and participate in Board of Education meetings, Superintendent Cabinet Meetings and various committee meetings as a representative of the Physical Properties Department.
20. Responds to inquiries from the Board of Education and community members on facility related matters.
21. Plays an active support role on the District's Safety and Crisis team.
22. Maintains all pertinent historical and legal documents for the management of the District's Physical Properties.
23. Demonstrated proficiency using standard office software applications for facilities management.
24. Effectively using interpersonal and communication skills including tact and diplomacy with a wide variety of individuals including departmental staff, community members, building administrators and site based committees.
25. Provides support to the Assistant Superintendent for Finance and Operations, and Administrators on all facilities related matters.
26. Regular and reliable attendance is an essential function of the job.

27. Other related duties and responsibilities as assigned.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as blueprints, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, stoop, walk, climb, twist, kneel and crawl for extended periods of time. While performing the duties of this job, the employee may occasionally push or lift up to 60 lbs. The employee is directly responsible for safety, well being, or work output of other people. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is quiet to loud depending upon the activity in the particular part of the day and location. Work is done both in an indoor office and outdoor construction site environments.

**METHOD OF APPLICATION:**

**All applicants must apply online at [A2schools.org](http://A2schools.org) >> District Links >> Job Postings**