

PLEASE POST

VAN DYKE PUBLIC SCHOOLS, Warren, Michigan

TO: **Interested Personnel**
FROM: Edie Shelton, Director of Personnel
DATE: September 13, 2017

DIRECTOR – FACILITIES and OPERATIONS (Contract)

MINIMUM QUALIFICATIONS:

- (1) High School Diploma; Trade Classes/Certifications Desirable
- (2) Valid Michigan Drivers' License; CDL experience helpful
- (3) MSBO Facilities Director Certification (CFD), or ability to obtain said certification
- (4) Ability to establish and maintain effective working relationships with direct reports, building principals, material supply companies, contractors, other departments, and the general public within the Van Dyke Community
- (5) Ability to be available 24/7 for emergency situations related to job duties
- (6) Previous work experience with and knowledge of plant operations, maintenance, grounds, custodial, and transportation services
- (7) At least five (5) years relevant school district experience preferred

ESSENTIAL JOB FUNCTIONS:

- Regular and reliable attendance (and oversight for their employees' attendance)
- Good organizational skills and be able to independently sort, prioritize and complete work orders with minimal supervision and be prepared to demonstrate this ability. The employee will be responsible to write, edit and complete online and paper work orders
- Must be neat in appearance and responsible for maintaining professionalism at all times.
- Must be willing to attend seminars and in-service training
- Must be able to speak, read and write at a level of proficiency that permits satisfactory job performance and be prepared to demonstrate this ability.
- Operations: Direct the implementation and supervision of programs for the efficient operation of all school district buildings and grounds, their security/safety systems, cleanliness, and sanitation. Develop quality standards for cleanliness and facility appearance for all District facilities, and implement written housekeeping standards, training where needed, and appropriate supervision. Guard property against fire, floods, theft and illegal entry. Conduct periodic inspections of facilities to ensure that these objectives are being fulfilled. Maintain efficiency of work force and analyze cost reduction strategies.
- Maintenance: Direct the development, implementation and supervision of regular and preventive maintenance programs for all facilities, mechanical and electrical systems, utility systems, and grounds. Develop an annual priority list for regular and deferred maintenance, repairs and replacement projects for all facilities including capital equipment, roofs, paving, painting, and athletic fields, etc. Provide direction for the energy management program and maintenance of records for regular evaluation.
- Transportation: Work with the contracted agent to oversee district transportation. Participate in county meetings including CTE consortium. Understand and enforce state and federal regulations, especially in relation to students with special services and homeless students' transportation.
- Direct the development of contract documents, bidding and awarding, and renovation and construction monitoring related to building and site projects, capital outlay, major and deferred

maintenance, and bonding program. Participate in the selection and monitor the performance of architects, consulting engineers, and contractors in the performance of their duties. Assist vendors, inspectors and contractors when necessary.

- Department Personnel: Direct the process for recruitment, selection, training, monitoring and retention, of all departmental personnel; the organization of programs for training and administration of personnel policies and contractual agreements as related to department personnel.
- Budget: Prepare complete departmental budget for plant operation and maintenance, capital additions, replacements, building and site projects, and contract relations. Control costs as budgeted and report variances.
- Board Policy and Regulation: Recommend and enforce district policies, federal and state regulations and divisional procedures while maintaining cooperative relationships with all district organizations, local governmental agencies, community members, and stakeholders.
- Environmental Regulations: Direct the implementation of all processes, record keeping, training and services required to meet the promulgated State and Federal rules, regulations and laws pertaining to all environmental issues including MIOSHA standards.
- Utility Management: Monitor, regulate, and assess all programs associated with the district's use of natural gas, electricity and water.
- Community Recreational Programs: Provide guidance to all community recreational programs to ensure adequate space and needed services are provided.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned by administration to meet the ongoing needs of the organization.

APPLICATION PROCEDURE:

Qualified candidates may apply by submitting a resume, letter of interest, proof of any certifications, and other relevant material.

Rate of Pay: Salary commensurate with experience and qualifications

Deadline: **OPEN UNTIL FILLED**

Apply to: Edie Shelton, Director of Personnel
Van Dyke Public Schools
23500 MacArthur, Warren, MI 48089
www.vdps.net

The Board of Education reserves the right to accept or reject any or all applications.

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