Vacancy Announcement
Director of Facilities

ABOUT CPS:
Cincinnati Public Schools (CPS) serves 35,000 students preschool to 12th grade in over 65 schools across a 91-square-mile district in Southwest Ohio. Cincinnati Public Schools is Greater Cincinnati’s largest school district.

CPS is Ohio's fastest-growing, large-city district, with enrollment up more than 20 percent since 2012-13.

CPS offers families high-quality educational choices and a variety of academic programs. Our innovative approach to education, an investment and caring teachers, and a vast array of collaborative partnerships have accelerated students' achievement to highest levels in decades - ensuring that students’ thrive and graduate prepared to enter college, the military and the work force.

Cincinnati Public is looking for creative, innovative, passionate, problem-solvers to join our team. We seek to have a positive impact on our children and families every day and are looking for staff members who want to not only do an excellent job with their career field but also serve as a role model for the children in CPS. We invite you to become a member of our CPS work family.

DIRECTOR OF FACILITIES

POSITION SUMMARY
This position reports to the Chief Operations Officer and is responsible for maintaining the physical learning environment in service to the local school administrators and the district as a whole.

QUALIFICATIONS
Education: Bachelor’s degree in engineering or a related field. A professional Engineer license is preferred.

Experience: Minimum of five years work experience in the facilities field, in the areas of master planning (multi-building), project management, engineering, design, construction, contract negotiations, maintenance, and energy conservation.

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SPECIAL SKILLS AND ATTRIBUTES

- Knowledge of building-related codes and ordinances enforced by the local, state and federal agencies, including the uniform building, electrical, plumbing and mechanical codes.
- Ability to read and interpret architectural/engineering plans, blueprints, specifications and other construction documents.
- Knowledge of utility cost, supply and delivery mechanisms.
- Ability to interact with utility suppliers, and understand and interpret utility rate schedules and utility contracts.
- Able to obtain and develop alternative funding through government agencies and private industry at all levels.
- Able to apply electronic technology in the field of facility management, maintenance and control.
- Knowledge of principles of management and proven ability to plan, direct, supervise and/or guide the work of others.
- Ability to manage large scale facility improvement programs including construction management, coordination and dispute resolution.

MAJOR RESPONSIBILITIES

- Plans, directs and supervises the acquisition, allocation and use of both physical and personnel resources in the operation of the Facilities Department, including management of facilities maintenance and operations, planning and construction, automation, and safety and environmental compliance to maintain the best possible physical learning environment for the school district, within the district’s overall plans, strategies and budget and applicable code and regulations.
- Serves as project administrator in contracts for architecture, engineering, design and construction relating to facilities management.
- Consults with/advises school principals and other administrators on the business of facilities management in providing appropriate standards and solutions of operational problems; contractors in administering their contracts; and fire, police and other agencies as required.
- Maintains effective relations with labor unions associated with facilities personnel, serving as the district administrative liaison/representative in labor relations, including wages, working conditions and jurisdictional duties for department employees.
- Assumes responsibility for coordination, administration, development and supervision of facilities planning, financing, construction and capital improvement programs, relative to the district’s master space planning objectives.
- Advises personnel regarding the development and implementation of an aggressive and effective utility management system.
- Performs other duties to ensure smooth operation of the department, and as assigned.
CORE COMPETENCIES

CONTINUOUS IMPROVEMENT
Identifies, analyzes, and uses key Talent metrics to drive a team toward mission and goal attainment. Shares data with primary stakeholders (e.g., principals and people managers). Facilitates a team culture that reflects on data and results, identifies challenges, and shares mistakes made.

CUSTOMER FOCUS
Makes customers and their needs a primary focus, developing new and innovative options to meet changing demands. Seeks and considers input from multiple stakeholders in making decisions and recommendations.

CULTURAL COMPETENCE
Promotes the values of diversity, equity, inclusion, and anti-racism across the team, the District, and within our school buildings. Embeds DEI priorities within the team, building shared ownership.

COLLABORATION ACROSS BOUNDARIES
Deepens relationships, creates allies and builds support for CPS Talent priorities internally and with external stakeholders. Recognizes and encourages the behaviors that contribute to collaboration and trust within and across departments. Fosters a sense of identity and purpose within the team.

OWNERSHIP
Sets high expectations and enrolls others in achieving them. Holds self and team accountable for results. Owns and stands by team decisions, fostering a culture of accountability and shared ownership.

CLEAR AND CANDID COMMUNICATION
Serves as District role model in providing clarity about roles, responsibilities, and performance goals, and in delivering direct and constructive feedback and coaching. Delivers clear and compelling messages that inspire others to work toward common goals to meet the needs of all students. Mediates complex conflicts and identifies sources of conflict for the team to prevent escalation.

PLANNING & EXECUTING
Translates strategy into actionable plans and timelines and drives effective allocation of resources. Delegates projects, roles, and tasks, and builds shared ownership to achieve desired results.

EMPLOYMENT PROVISIONS

Updated: March 29, 2022
Type of Contract: 261 day Limited

Salary Range: Director 1 per CAAS Agreement

APPLICATION PROCEDURE

All interested applicants should submit a resume and application online at http://www.cps-k12.org/, click on employment, then Apply Online.

The intent of this job description is to provide a representative level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Note: A lead teacher in a position may not be appointed to an administrative position while serving as a lead teacher. A lead teacher may apply for an administrative position if the lead teacher resigns the lead teacher position prior to submitting an application, however, selection is not guaranteed. A consulting teacher may not be appointed to an administrative position while serving as a consulting teacher and for one full school year after serving as a consulting teacher.

Certain jobs at Cincinnati Public Schools may include essential job functions that require specific physical and/or mental abilities. Additional information and provision for requests for reasonable accommodation are available upon request from Talent Acquisition and Staffing.

Cincinnati Public Schools is an equal opportunity employer and is subject to federal regulations pertaining to employment. The district has a continuing non-discrimination policy which prohibits discrimination on the basis of race, color, sex, age, religion, national origin, disability, sexual orientation, or veteran status. We hire only United States citizens and aliens lawfully authorized to work in the United States.

CINCINNATI PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

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