



**Title:** Director, Facilities Management and Services

**Department:** Facilities Management and Services

**Reports To:** Administrative Supervisor

**Link to Apply:**

[https://ats4.searchsoft.net/ats/job\\_board\\_form?op=view&JOB\\_ID=4600169257&REPRESENTATIVE\\_COMPANY\\_ID=00002581&COMPANY\\_ID=00002581](https://ats4.searchsoft.net/ats/job_board_form?op=view&JOB_ID=4600169257&REPRESENTATIVE_COMPANY_ID=00002581&COMPANY_ID=00002581)

The School District of Philadelphia is the cornerstone provider of public education in Philadelphia. For forward-thinking administrators and educators, opportunities abound. Over 131,000 students entrusted to the District arrive at school every day with an extraordinary range of needs and aspirations. We are committed to delivering on their right to an excellent public school education, and we are particularly focused on ensuring every student has access to exceptional educational opportunities. Equity is our mandate. Will you join us?

### **Job Summary**

This is administrative and managerial work directing all functions for the daily operations of all buildings and grounds owned by the School District of Philadelphia. The employee is responsible for ensuring that the physical plant facilitates an environment which supports the educational mission of the School District.

### **Essential Functions**

- Plans, organizes, and directs, through subordinate supervisors, a large group of custodial and engineering employees responsible for the daily management and cleaning of buildings and grounds.
- Prepares and manages the budget for the Office of Facilities Management and Services. Reviews budgetary cost estimates for the operation of the department and examines long-term operational needs against the more immediate financial and human resources needs.
- Directs and supervises a centralized management team with responsibility for budget, contracts management, payroll, real property, and employee training.
- Initiates, develops, and monitors limited and multiyear contracts with third party vendors providing professional and technical services that support the department's initiatives.
- Coordinates with the Office of Capital Programs, Office of Maintenance, and Office of Environmental Management Services to jointly carry out building inspections and assessments, repairs, and improvement projects.
- Manages the sale of properties declared unused and unnecessary by the School District of Philadelphia's governing body.

- Responsible for all real estate activities that fall under the purview of the Director of Real Property including the oversight of third party technical vendors who support the School District's acquisition or sale of property.
- Serves as liaison to city, state, and federal agencies governing the operation of public school facilities.
- Conducts periodic inspections of buildings and grounds for conformance to established standards; indicates areas of improvement and suggests methods of approach for subordinate staff.
- Responds to constituents' concerns and serves as the liaison to schools, central offices and community groups on matters related to the use of School District facilities.
- Administers and manages the preparation of action items and policies for Board of Education approval
- Serves as a key staff member on district-wide school opening
- Develops effective working relationships with principals and school/community stakeholders
- Plans, organizes, and directs required training for employees within all classes under the Office of Facilities Management.
- Serves as liaison with the respective collective bargaining units for employees assigned to the Office of Facilities Management. Actively participates in the resolution of workplace disputes.
- Uses executive judgment to solve problems and manage crises.

#### **Minimum Requirements**

- Bachelor's degree from an accredited educational institution.
- Five years of full-time, paid, professional experience in building services operations or facilities management which shall have included responsibility for a large complex of public or industrial buildings.

OR

- Any equivalent combination of training and experience determined to be acceptable by the Office of Talent.

• **All work experience related to the position must be included on the resume.**

#### **Knowledge, Skills and Abilities**

##### **Demonstrated knowledge of:**

- best practices, methods, techniques, tools, materials and equipment which are essential to the daily management of building and grounds service and maintenance activities
- the impact of maintenance and scheduling procedures as they apply to daily building operations
- regulations governing the operation of public school facilities
- estimating labor, material, and time factors to complete engineering and custodial activities
- supervisory methods and techniques.
- use of an integrated workplace management system to manage inventory, equipment, and work order requests
- compiling financial and operational data
- the impact of thermal conditions in a facility as they relate to building environment.

- operating principles of basic to complex heating, ventilation and air conditioning (HVAC) systems
- **Demonstrated ability to:**
  - oversee and coordinate large projects.
  - effectively manage a large group of employees through subordinate supervisors.
  - foster a culture of personal accountability, service and support.
  - use computer programs and applications, including word processing and spreadsheet functions, to monitor, track, maintain and report project statistics.
  - analyze operational efficiency and to make recommendations for modifications as needed.
  - coordinate and oversee the work of staff and attain effective results.
  - effectively represent the District in a professional manner and serve in a liaison capacity.
  - establish and maintain effective working relationships with associates, subordinates and outside contractors.
  - communicate effectively, both orally and in writing.

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.