

SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Major Preventative Maintenance | Manager Major Preventative Maintenance

An Equal Opportunity Employer

SALARY: \$86,112.00 - \$116,334.40 Annually

OPENING DATE: 12/03/19

CLOSING DATE: Continuous

REQUIRED ATTACHMENTS:

OVERVIEW OF POSITION:

This position is responsible for planning and providing leadership in the provision of the departments Major Preventative Maintenance and Billable Services programs. This includes allocation of staff and resources, and evaluation of assigned programs. This position supervises and coordinates activities for assigned school maintenance and construction projects from initial planning and design to completion. This position also participates in levy package development and planning and ensures all facets are within the quality standards established by the District.

ESSENTIAL FUNCTIONS:

20%

- Supervises and coordinates activities for assigned school maintenance and construction projects from initial planning and design to completion.
- Provides technical guidance in the following areas: mechanical, electrical, structural and building automation systems.
- Participates in levy package development and planning; including building assessment, projects priorities, establishes budgets, and ensures all are within the quality standards established by the District.

20%

- Plans, coordinates, and manages the activities of staff in Facility Operations- Major Preventative Maintenance and Billable Services groups.
- Hires staff and assigns work.
- Establishes clear performance expectations and evaluates staff based on results.
- Initiates changes in work plans and assignment to ensure project budgets and schedules are met.

10%

- Develops, implements, and directs all construction projects, assigned to department.
- Ensures that scope of work for projects are in compliance with project requirements.
- Oversees project work to ensure that execution is in accordance with plans, specifications, cost controls, and industry practices and safety standards.

10%

- Develops, monitors, and makes adjustments to assigned budget in collaboration with budget analyst.
- Ensures adherence to proper fiscal control measures and District policies and procedures.

10%

- Establishes goals and objectives for Major Preventative Maintenance and Billable Services groups which is consistent with Departmental and District policies and procedures.
- Establishes facilities priorities.
- Monitor work orders and projects progress and performance of staff through subordinate supervisors.
- Allocates necessary resources and implements decisions to ensure completion of goals and objectives.
- Researches and gathers data related to best practices, procedures, and materials.
- Sets work schedules.
- Monitors and evaluates existing systems for modifications.
- Calculates time statistics and prepares reports.

10%

- Oversees facilities condition investigations of existing mechanical, electrical, structural and building automation systems and determines whether to repair or replace components based on this information.
- Works with building Principals, Program Manager and Capital Projects, to provide effective coordination between areas.
- Communicates with District departments and external agencies involved with maintenance and construction.
- Provides technical assistance to District staff for problems related to existing facility alterations and improvements.

10%

- Reviews performance evaluations of subordinates.
- Provides leadership in developing staff skills through mentoring and process improvements.
- Identifies opportunities for support staff training.
- Ensures that industry best practices and proper safety procedures are in place.

10%

- Participates in the collective bargaining negotiations, including development and planning of proposals with the King County Building and Construction Trades Council and the Pacific Northwest Regional Council of Carpenters.
- Conducts grievance hearings, makes recommendations concerning the handling of grievances and disciplinary actions, including suspension and dismissal of employees, as appropriate.

DISTRICT WIDE CORE COMPETENCIES:

Collaboration

Develops cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties.

- Is seen as a team player who encourages efficient and effective collaborations.
- Works skillfully in difficult situations with both internal and external groups.
- Represents his/her own interests while being open-minded to other groups.
- Builds respectful and productive relationships internally and externally.

Getting Results (Action Oriented)

Performs work with energy and drive; values planning, but will take quick, decisive action when an opportunity presents itself.

- Demonstrates a strong sense of urgency about solving problems and getting work done.
- Focuses on achieving the goal even in the face of obstacles.
- Assumes responsibility for starting and finishing work with minimal supervision.
- Strives for new levels of performance.

Decision Quality & Problem Solving

Uses analysis, wisdom, experience and logical methods to make good decisions and solve difficult problems with effective solutions; appropriately incorporates multiple inputs to establish shared ownership and effective action.

- Weighs the consequences of options before making a decision.
- Applies appropriate criteria to situations for the purpose of making decisions.
- Displays self-confidence in own judgment.
- Focuses in the facts and solutions instead of opinions and problems.

Integrity

Is widely trusted; is seen as a direct, truthful individual; presents truthful information in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.

- Deals with people and situations in an honest and forthright manner.
- Represents information and data accurately and completely.
- Represents the confidentiality of information and concerns shared by others.
- Takes ownership if a mistake is their own and does not blame others.

Accountability

Holds self and others accountable for measurable high-quality, timely and cost-effective results; determines objectives, sets priorities and delegates work; accepts responsibility for mistakes; complies with established control systems and rules.

- Takes responsibility and action as if the risks (financial or otherwise) are his or her own.
- Holds individuals and team accountable for their actions and results.
- Initiates action even if outcome is uncertain and is willing to accept the consequences of failure.
- Aligns own activities and priorities to meet broader organizational needs.
- Demonstrates courage and confidence in his or her own ability.

RELEVANT COMPETENCIES:**Managing Relationships**

Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all.

- Relates well to all kinds of people inside and outside of the organization.
- Works to create win-win scenarios.
- Shares appropriate information to find common ground
- Puts own agenda aside in order to achieve organization's goals.

Managing Through Processes & Systems

Designs practices, processes, and procedures necessary to get things done; simplifies complex processes; gets more out of fewer resources; creates systems that manage themselves.

- Sets clear, well-defined outcomes for desired results and tracks progress.
- Breaks down objectives into actionable steps with targeted deadlines.
- Leverages and uses resources efficiently and creatively to achieve desired outcomes.

Priority Setting

Spends his or her time and the time of others on what's important; focuses on the critical few, and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal.

- Spends own and other's time on what's most important.
- Focuses on the critical few, and puts the trivial many aside.
- Ensures that each individuals and the department develop goals and a plan that fulfills the organization's mission.

Negotiating

Can negotiate skillfully in difficult situations; can settle differences with minimum noise; can win concessions without damaging relationships; thoughtfully fashions creative solutions that satisfy all parties.

- Presents his/her point of view in a way that enlists others' support.

- Develops and delivers persuasive arguments to address the concerns, wants and needs of others.
- Identifies key decision-makers and builds alliances.
- Achieves win-win outcomes by identifying common interests.

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of building, systems, and equipment maintenance
- Work control concepts and methodologies
- Project management, and scheduling including construction costs, cost controls, and estimating
- Engineering principles and techniques
- Construction materials, methods and installation procedures
- Construction contract management
- Regulations, laws, ordinances, codes, and standards applicable to public building construction projects
- Administrative practices including staff supervision and training of journey level trades for large scale physical plant operations
- Computer systems and networks and standard application software, including spreadsheet, word processing, and data base packages
- Oral and written communications and listening
- Team building and motivation
- Problem solving; organizing and carrying out work schedules
- Budgeting; evaluating, assessing, and improving the effectiveness of programs and procedures
- Provide leadership and direction to others
- Supervise staff
- Motivate others and work collaboratively to build an effective team with high standards
- Analyze problems, and recommend and implement solutions
- Establish objectives, policies, and procedures
- Take individual initiative, accept responsibility and be held accountable
- Coordinate multiple projects simultaneously
- Prioritize and organize section work
- Develop and administer budgets
- Stimulate team and group processes
- Adapt to and innovate change and remain flexible
- Establish and maintain effective working relationships with District staff and administrators, outside agencies, and the public in a multicultural environment.
- Interpret drawings and specifications
- Interpret and evaluate complex written materials, technical reports, and statistical and financial data

TYPICAL QUALIFICATIONS:

EDUCATION:

Bachelor's Degree in Business, Public Administration or related field.

SUBSTITUTE:

Additional qualifying work experience may substitute for the required education on year-for-

year basis.

YEARS of RELEVANT EXPERIENCE:

Five (5) years of increasingly responsible experience in facility operations and building management.

CERTIFICATION & LICENSES:

Washington State Driver's License

CLEARANCES:

Criminal Justice fingerprint and background check

Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities to perform the work will be considered.

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal.

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, 206-252-0024, or hreeoc@seattleschools.org

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, 206-252-0306, oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:

- For sex discrimination concerns, including sexual harassment, contact: Title IX Coordinator, 206-252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, 206-252-0178, or accessibility@seattleschools.org