



Atlanta Public Schools

Executive Director – Facilities Services

ROLE OVERVIEW:

The Executive Director (Facilities Services) provides overall supervision, direction and coordination of the management of school facilities, safety and fleet maintenance. The incumbent prepares cost estimates and budgets for all building renovations and space allocations, and complies with all local, state and federal regulations.

ESSENTIAL DUTIES:

- Provides overall leadership and coordination to the District's Facilities Planning, and Real Estate functions, ensure optimal integration, synergy, and cost-efficiency in the development and implementation of operating plans, systems, and procedures
- Prepares management action plans, goals and objectives that reflect the District's stated mission and goals
- Develops and maintains currency of a comprehensive facilities Master Plan incorporating all District facilities and real estate assets
- Assumes responsibility for facility master planning, advise senior and executive management on strategic and tactical facility planning, land and property acquisition and /or development, facility space use, and other matters involving the use of physical assets
- Ensures that the Master Plan remains consistent with and responsive to the District's mission, goals and objectives, and overall strategic plan
- Allocates required financial and personnel resources
- Implements plans and programs to evaluate and improve staff productivity to maintain and meet program schedules, budget constraints and high customer satisfaction
- Coordinates with APS Board, administration and department heads ensuring efficient and effective delivery of facilities
- Evaluates the organizational structure and operation of department ensuring maximum efficiency
- Develops and implements training programs for staff
- Ensures compliance with all board, local, state and federal policies and guidelines
- Directs and coordinates budget development
- Performs other duties as assigned by appropriate administrator
- Required to attend scheduled shift during regular business hours as mandated



Knowledge, Skills and Abilities:

- Considerable knowledge of cleaning methods, grounds operation including plant management, turf management and landscaping
- Knowledge of maintenance activities such as: HVAC systems, plumbing, electricity, and structural systems
- Broad knowledge and strong familiarity with oversight of construction and facilities expansion/management required
- Excellent written and oral communication, supervisory, leadership, organizational and technology skills. Computer skills (Microsoft Word, Excel, etc.).

Requirements

Education:

- Bachelor's degree in Business Administration, Architecture, Engineering or Construction Management or related field
- Master's degree preferred

Work Experience:

- 10 years of prior engineering, mechanical and facilities or construction management experience required
- 5 years in a Manager or Director of Engineering position required

Compensation

GRADE: 140

SALARY RANGE: \$107,943 - \$148,021

WORK DAYS: Annual

Reports to: Chief Operations Officer

Apply here:

[Executive Director - Facilities Services](#)