SEATTLE PUBLIC SCHOOLS
invites applications for the position of:

Critical Maintenance Services Manager

An Equal Opportunity Employer

SALARY: $87,505.60 - $118,185.60 Annually

OPENING DATE: 02/12/21

CLOSING DATE: 02/26/21 05:00 PM

REQUIRED ATTACHMENTS:

OVERVIEW OF POSITION:

This position is responsible for planning, managing, coordinating, and providing leadership for the maintenance and repair of District facilities, systems, and equipment. Allocates resources and evaluates assigned programs. Performs as acting manager during absences. Represents manager of facilities and the department at internal and external committee meetings.

ESSENTIAL FUNCTIONS:

10%
- In collaboration with the Director of Facilities, establishes goals and objectives for the section which are consistent with Departmental and District policies and procedures; establishes priorities, allocates necessary resources and implements decisions to ensure completion of goals and objectives; monitors progress and performance of staff through subordinates.

15%
- Plans, coordinates, and manages the activities of staff in assigned section in conjunction with the Manager of Major Preventative Maintenance and Director of Facilities
- Hires staff and assigns work; establishes clear performance expectations and evaluates staff based on results
- Initiates changes in assignment and takes corrective measures; may initiate and make recommendations concerning the handling of grievances, disciplinary actions, probation, and/or dismissal of employees, as requested by the Director.

10%
- Manages and provides counsel and technical direction to the Facility Operations Center and Critical Maintenance staff, including review and approval of work requests, preparation of estimates to accomplish jobs, determination of methods of work accomplishment, determination and assignment of proper work priorities, and selection of vendors to accomplish work on periodic maintenance, operations and services, and scheduled work orders.
- Ensure all Service level agreements are in compliance with requirements.
Identifies and provides opportunities for support staff training; ensures that safety training and proper safety procedures are in place.

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

Initiates building and equipment maintenance standards and ensures adherence to these standards.

Supports decisions regarding repair or replacement for District building components and equipment, conducts research on new maintenance techniques, current trends, practices, and productivity methods.

Maintains liaison with other Facilities and District staff, including BEX, BTA, and Small Works staff, 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.

Evaluates District-wide needs for maintenance.

Develops and implements a 20-year maintenance and preventative maintenance plan for district facilities, components, and equipment.

Reviews plans and implements necessary updates and revisions on an annual basis in cooperation with work management systems staff.

Recommends replacement schedules and necessary projects to the Capital section for funding and completion.

Interprets, monitors, and ensures District compliance with Federal, State, and local laws, regulations, and safety standards, including those related to bids and purchasing, prevailing wages, and special purpose uses.

Administers projects to ensure completed work conforms with codes and regulations.

Works with Principals, Building, and Program Managers, District staff and the public responsible for the resolution of maintenance issues.

Maintains liaison with other Facilities staff to provide effective coordination between and among areas.

Obtains feedback on staff performance and customer satisfaction with work performed.

May serve as a resource for the District's bargaining team for labor contract negotiations involving crafts and trades personnel; assists the Director of Facilities in ensuring effective day-to-day administration of labor contracts; may represent Facilities Services or the District through initial steps of the grievance process with multiple unions; may determine appropriate responses and implement decisions.

Analyzes and recommends changes to and improvements in section operating policies and procedures; initiates and implements new programs.
- Reviews potential Small Works projects to determine if manpower is available to complete the project within the required time frame; communicates the decision to Small Works within 48 hours of receipt.
- Participates in own culturally relevant professional development to enhance competence and knowledge of family and community engagement best practices.??
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**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.

**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.

**KNOWLEDGE, SKILLS AND ABILITIES:**
• Principles and practices of building, systems, and equipment maintenance.
• Work control concepts and methodologies.
• City, County, State, and Federal building codes and safety standards.
• Principles and practices of facilities planning, design, and construction.
• Researches and maintains needs assessment.
• Administrative practices including staff supervision and training.
• Journey level trades for large scale physical plant operations.
• Computer systems, networks and standard application software, including spreadsheet, word processing, and data base packages.
• Strong verbal and written communications.
• Team builder and problem solver.
• Organizing and carrying out work schedules.
• Budgeting.
• Evaluating and assessing.
• Improving the effectiveness of programs and procedures.
• Provide leadership and direction to others.
• Supervise staff and motivate others.
• Works collaboratively to build an effective team with high standards.
• Analyzes problems, recommends, and implements solutions.
• Establishes objectives, policies, and procedures.
• Takes individual initiative, accepts responsibility, and is held accountable.
• Coordinate multiple projects simultaneously.
• Develops and administers budgets.
• Stimulates team and group processes.
• Adapts to and innovates change and remains flexible.
• Establishes and maintains effective working relationships with District staff and administrators, outside agencies, and the public in a multicultural environment.
TYPICAL QUALIFICATIONS:

EXPERIENCE/EDUCATION:

A typical way to obtain the knowledge and abilities would be:

(5) Five years of increasingly responsible experience in maintenance and/or construction management, including (2) two years of experience managing a maintenance program for a large physical plant with multiple satellite sites; Bachelor's degree in construction management, engineering, business administration, public administration, or a related field; or an equivalent combination of education and experience.

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

CLEARANCES:

Criminal Justice fingerprinting and background check.

SUPPLEMENTAL INFORMATION:

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

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.seattleschools.org/careers

OUR OFFICE IS LOCATED AT:
2445 3rd Ave South
Seattle, WA 98124-1165
206-252-0215
seridick@seattleschools.org

Job #18546
CRITICAL MAINTENANCE SERVICES MANAGER
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