

**Erie County Technical School
Job Qualifications**

TITLE: Facilities Manager
DEPARTMENT: Maintenance
REPORTS TO: Director
REVISION DATE: 11/2020
SUPERVISES: Maintenance and custodial staff

REQUIREMENTS:

- A. Five (5) years experience in the building maintenance trade, including three (3) years of experience in maintenance supervision, facility maintenance certificate required.
- B. Must have sufficient experience in the field to have acquired an extensive knowledge of the methods, materials, tools, and equipment used in all phases of building maintenance, including knowledge of electricity, plumbing, carpentry, and HVAC systems.
- C. BA degree in engineering facility maintenance or related discipline preferred, Associates degree required.
- D. Must have a thorough knowledge of work hazards, safety procedures, and public safety matters.
- E. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale.
- F. Serve as a working manager ensuring operational integrity of facility and staff as well as emergency support of operations. Serve as primary point of contact for campus emergencies (i.e., alarms, building integrity).
- G. Must have or be willing to get Act 34/114/151 Clearances.

TALENTS: This position requires the employee to possess a self-imposed drive, a desire to be of service to others, and a need to assume personal accountability for their work. In addition, the employee must be able to solve problems, orchestrate activities and duties, and build teams including the ability to capitalize on relationships with others.

Job Statement: Responsible for planning, organizing, directing, and performing an effective and efficient facilities management program encompassing operation, maintenance, repairs, improvements, inspection, and custodial services for various types of facilities, including grounds, classrooms, offices, shops or laboratories, and garages at the Erie County Technical School and Skill Center. Ensures that the organization remains compliant with local, state, and federal standards. Participates in planning for the department and responsible for day-to-day supervision of assigned employees to make the most effective and efficient use of available skills, facilities, and equipment.

Performance Responsibilities:

Leadership and Communication

- 1. Able to lead others by way of current methods and maintain departmental productivity and moral.
- 2. Plans and organizes staff assignments to meet daily and weekly workloads, and projects long range needs to maintain adequate capability for meeting fluctuating demands.
- 3. Ensures department remains current in all aspects of facilities maintenance through training, education, and appropriate documentation.
- 4. Establishes and maintains a positive and cooperative working relationship with members of department and campus community.
- 5. Develops and implements a preventative maintenance schedule.
- 6. Meets monthly with the administrative team to report work tasks in a tabular format regarding outstanding work with projected dates of completion.

Fiscal Management & Record keeping

1. Monitors the cost and schedule of work in progress from labor and material records, and alerts management when problems are anticipated. Review's cost of completed work to identify areas of management concern.
2. Maintains an inventory of materials, tools, and equipment appropriate to support the functions assigned.
3. Maintains a relationship with service contractors and ensuring that regular, ongoing services are performed on scheduled basis and at a reasonable cost.
4. Properly uses, disseminates, and files Maintenance Request Forms, receipts, invoices for payment, service records, bids, contracts, warranties, licenses, permits, inspections, architectural plans, and other paperwork related to ECTS facilities.
5. Ensures department staff are briefed on work status. Conducts bi-weekly meetings with Maintenance and Custodial staff to ensure open communication of job expectations.
6. Ensures that expenditures do not exceed yearly facilities budget; assists financial staff with yearly facilities budgeting; and ensures that budgeted capital improvements items are implemented.
7. As appropriate, enters information into database or spreadsheet incorporated with the campus general accounting system, or providing information to appropriate staff person for entry.
8. Oversees additional regulatory areas such as commercial kitchen, cosmetology clinic, and childcare facility permits.

Safety, Security and Work Habits

1. Responsible for the integration and functionality of security at all locations, including alarms, panic buttons, surveillance cameras, entry systems, etc.
2. Ensures compliance with all applicable safety regulations, building codes and safety requirements.
3. Responds to emergency calls during non-business hours and determines corrective measures.
4. Identifies, recommends, and participates in training sessions and seminars. Provides specialty safety training with goal of reducing hazardous conditions and unsafe practices whenever possible.
5. Keeps buildings and systems in compliance with fire and building codes and insurance requirements.
6. Assures that all facilities are accessible to the extent reasonably possible.
7. Conducts annual program safety inspections and provides remediation instructions.

Team Dynamics

1. As required, coordinates work activities with other departments, representatives of local, state, and federal agencies, citizens, and equipment and service suppliers.
2. Directs and coordinates the response to emergencies at anytime. Directs the work of those supervised and coordinates the interaction of their work with other functions within the department and with the occupants of areas, affected by work being performed to ensure a posture of professionalism and service orientation.
3. Maintains excellent public relations by assuring that public and internal inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refer inquiries to the Director.

Personnel

4. Assists maintenance staff on specific jobs to facilitate their training.
5. Participates in the interviewing of new maintenance employees, recommending selection to the administrative team.
6. Conducts performance appraisals of maintenance staff and provides on-the-job training and orientation. Where appropriate, recommends upgrading to higher job classifications.
7. Collaborates with the Administrative Leadership team regarding disciplinary actions, and recommends termination, in accordance with personnel policies and union contract policies.

Operations

1. Demonstrates ability to operate and maintain hand and power tools typically used in the trades in a safe and protected manner.
2. Possesses a valid Pennsylvania driver's license.
3. May requisition material and equipment necessary for the repair of buildings and operations equipment, in accordance with established policy.
4. Conducts periodic inspections of buildings and utilities systems. Reports the results of inspections to the Director orally or in writing, as requested.
5. Participates in long-range planning and establishing priorities for facilities maintenance, repairs, and improvements.
6. Periodically inspects all campus buildings and advises as to preventative maintenance measures needed.
7. Serves as the contact with outside vendors for the following services: janitorial/cleaning, HVAC, fire alarms, life safety systems, elevators, and other building services.
8. Maximizes the efficiency, comfort and working conditions in all facilities by keeping all heating, air conditioning, and other ergonomic practices current and in good operating condition.
9. Responsible for the maintenance of automotive fleet.

Administrative Position Act 93

Terms of Employment: 12 months, 228 days

I have reviewed the above job description and analysis and understand the requirements of the position _____.
(Initials)

Employee

Date

ECTS is an equal opportunity educational institution and does not discriminate in its educational programs, services, activities or employment practices, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related conditions), sexual orientation, gender identity or expression, national origin, genetic information, disability, age, veteran status, or any other legally protected class, as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act, and/or any other applicable Pennsylvania or federal law