



## JOB DESCRIPTION

<b>Job Title</b>	Building Services Manager
<b>Department</b>	Buildings & Grounds Department
<b>Reports To</b>	General Manager – Facilities, General Manager - Operations
<b>Classification</b>	Non-Affiliated
<b>Location</b>	
<b>Salary</b>	On Schedule
<b>Length of Contract</b>	12 months

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

## Job Summary

The Building Services Manager (BSM) is responsible for daily operation of custodial and maintenance operations of assigned schools. The BSM is responsible for ensuring standards of cleaning are met, performing custodial quality checks, training new employees on proper custodial procedures, and general maintenance of facilities. The BSM is charged with ensuring health, safety, and security standards are met, developing preventative maintenance schedules, prioritization of work orders, and providing training on maintenance procedures and facility/system maintenance inspections. The BSM is also responsible for conducting performance evaluations of custodial/maintenance staff in their regional area of responsibility.

## Essential Job Functions

- Directly supervises staff in area of responsibility.
- Directs the daily custodial and maintenance operations in areas of responsibility.
- Develops work schedules for each building.
- Responsible for daily operation of security and fire systems.
- Responsible for energy efficient operation of building systems.
- Evaluates equipment needs and develops schedules of preventative maintenance.
- Conducts performance, safety, and maintenance inspections.
- Trains staff and substitutes in custodial maintenance and procedures.
- Monitors and programs the HVAC systems.
- Monitors pool operation and sanitation.
- Prioritizes building work orders.
- Schedules custodial personnel to cover building activities.
- Assists in the development of the facility capital and equipment budget.
- Assists in crisis planning and response.
- Assists in planning ground maintenance operations.
- Performs emergency tasks as needs of the building demand.
- Implements and directs curtailment process in District buildings.
- May be called upon to fill in for a staff absence until a substitute is found.

- Program entry door schedules in building security system.
- Adjust lighting schedules in (BAS) building automation system.
- Evaluates cleaning equipment and supply replacement needs.
- Participates in sub finding duties for absent staff members.
- Implements and directs electrical and gas curtailment process in District buildings.
- May be required to respond to after-hours emergency calls.

#### **Ancillary Job Functions**

- Performs other related duties as assigned.

**Required Qualifications** – Required qualifications to effectively perform the job at the time of hire. An equivalent combination of education, training, and experience will be considered. Additional requirements and/or substitutions may be requested and require the approval of HR.

- Associate degree or relevant experience in a related field.
- Supervisory training or experience.
- Demonstrated computer literacy.
- Must maintain a valid driver's license.
- Basic plumbing, electrical, HVAC and construction knowledge.

**Preferred Qualifications** – Highly desired education, training, and/or experience that may be helpful in performing the job, if applicable.

- Bachelor's degree in Facilities Management or a related field.
- Two years of prior management/supervisory experience.
- Experience in K-12 school operations.
- Training or experience in work loading and time motion studies.
- Training or experience in administration of safety regulations.
- Experience with budgeting.
- Aerial lift certification.

**Knowledge, Skills, and Abilities** – May be representative, but not all-inclusive, of those commonly associated with this position.

- Ability to coordinate and organize activities and projects in multiple buildings.
- Knowledge of swimming pool operation.
- Ability to work independently without direct supervision.
- Ability to relate to staff and public at all levels.
- Ability to travel to multiple District buildings in compliance with the District driving policy.
- Ability to work a flexible schedule, including evenings and weekends as needed.
- Demonstrates an understanding and use of equitable and culturally responsive practices.
- Strong leadership ability and decision-making skills.
- Customer service skills.
- Ability to positively coach, train, and mentor.
- Knowledge of HVAC equipment and (BAS) Building Automation Systems.
- Ability to read and interpret blueprints.
- Ability to periodically work evenings for quality checks and work loading.

- Ability to serve as a positive role model for students, demonstrating responsible and thoughtful behavior.

**Work Environment** – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- May be required to work in confined spaces, near moving mechanical parts, or in high/dangerous places.
- May be exposed to wet/humid conditions, inclement outdoor weather conditions, vibration, extreme temperatures, oils, fumes/airborne particles, risk of electrical shock, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals.
- May be required to sit for extended periods of time.

**Physical Requirements** – The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to sit for extended periods of time and to stand/walk frequently.
- Must be able to have repetitive wrist/hand/finger movement to work on computer and/or related office equipment.
- Must be able to occasionally grasp, push, drive, reach, stoop/kneel/crouch/crawl, climb/balance, and operate mechanical equipment.
- Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors in order to perform maintenance checks and inspect work of custodial staff.
- Requires periodic evening work for quality checks and work loading.
- The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 4122.01 throughout his/her employment in the District.