

**School Administrative Unit #33
Job Description**

DRAFT

TITLE: Safety and Facilities Director

REPORTS TO: Superintendent of Schools and Business Administrator

EVALUATION: Business Administrator

SUPERVISES: Head custodians, custodians, maintenance staff, groundskeepers and substitutes

GENERAL SUMMARY: To provide all students with a physical learning environment that is at once safe, clean, attractive, pleasant and smoothly functioning in a cost-efficient manner. Performs supervisory and administrative tasks in developing, implementing, and managing programs designed to effectively address school security and school safety needs.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- Bachelor's Degree
- Four years experience in maintenance including two years in a supervisory capacity, preferably in a school district
- Excellent communication and interpersonal skills
- Such alternatives to the above qualifications that the Superintendent and School Board may find appropriate and acceptable

ESSENTIAL JOB FUNCTIONS:

Facilities Performance Responsibilities:

- Recruits, screens, recommends for hiring and dismissal, trains, schedules, supervises and evaluates all custodial and maintenance personnel.
- Maintains effective systems of record keeping as required.
- Establishes and administers schedules and procedures for the regular, ongoing custodial care and preventive maintenance of all school district buildings, grounds, equipment and vehicles.
- Examines school buildings, grounds, equipment and vehicles on a regular basis for needed repairs and maintenance.
- Prepares and administers the budget for maintenance, grounds, security and custodial supplies, equipment and service.

- Maintains an inventory and recommends purchases of suitable supplies, tools, equipment and fuel.
- Estimates the cost of projects in terms of labor, material and overhead and recommends the use of district personnel or outside contractors.
- Assigns, supervises and assists district personnel in performing maintenance and repair work.
- Recruits, screens and recommends the hiring of contractors to perform maintenance and repair work.
- Supervises and inspects the work of outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
- Prepares reports on the cost of work done, materials used and labor expended.
- Develops a system for dealing with emergency repair problems with efficiency.
- Reports immediately to the Building Principals and Superintendent any hazardous condition and recommends a solution.
- Maintains all boilers, equipment and facilities at optimum energy efficiency and recommends energy conservation measures and monitors their implementation.
- Complies with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
- Is responsible for the security of all school district facilities and provides for the appropriate supervision of them.
- Reports immediately to the Building Principal, Business Administrator and Superintendent, the insurance carrier and appropriate officials, any damage to school property and follows up with necessary documentation.
- Is responsible for the general safety of all buildings, grounds, equipment and vehicles, as well as their compliance with all federal, state and local codes and requirements.
- Works closely with the Building Principals, the Chief of Police and the Fire Chief regarding regular building inspections, routine security and safety problems and special problems that may occur from time to time.
- Engages in, and requires for staff members, professional development as required annually.

- Collaborates with the Town Parks and Recreation Director to implement the school-town shared usage agreement involving cooperative planning and effective and efficient use of town and school personnel, equipment and facilities.
- Is responsible for communication systems including phones, radios, and intercoms.
- Is responsible for the ongoing use and implementation of Integrated Pest Management
- Is the responsible AHERA Designated person (Asbestos Hazard Emergency Response Act)
- Performs other appropriate duties as directed by the Business administrator or Superintendent

Safety Performance Responsibilities:

1. Coordinates a comprehensive school safety plan.
2. Coordinates and participates in State Department of Safety voluntary physical security assessments.
3. Serves as liaison with local law enforcement agencies to monitor the daily operation of the school resource officer and other law enforcement issues on school grounds.
4. Participates in the development of the School Districts Emergency Operations Plan, the training and scheduling of the districts emergency response actions, and school level safety meetings.
5. Works with local law enforcement agencies to encourage community policing efforts on school grounds.
6. Assists in developing security plans for large scale school events.
7. Responsible for the implementation and districts ongoing certification of ALICE (emergency response training)
8. Directs/coordinates periodic assessments of school facilities/grounds to determine safety and security issues
9. Prepares reports, drawings, etc related to safety and traffic issues on school grounds
10. Provides periodic reports to the school board on matters pertaining to school safety
11. Maintain the districts surveillance systems
12. Develop and maintain visitor protocols

13. Maintain card access software and protocols

14. Ensure all fire drills are conducted according to standards

15. Lead district level emergency management committee

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.
- On call 365 Days, 24 hours a day

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.	N	R	<u>O</u>	F	C
Lift 11 to 25 lb.	N	R	<u>O</u>	F	C
Lift 26 to 50 lb.	N	<u>R</u>	O	F	C
Lift over 50 lb.	N	<u>R</u>	O	F	C
Carry up to 10 lb.	N	R	<u>O</u>	F	C
Carry 11 to 25 lb.	N	R	<u>O</u>	F	C
Carry 26 to 50 lb.	N	<u>R</u>	O	F	C
Carry over 50 lb.	N	<u>R</u>	O	F	C

Twisting	N	R	<u>O</u>	F	C
Bending	N	R	<u>O</u>	F	C
Crawling	N	<u>R</u>	O	F	C
Squatting	N	R	<u>O</u>	F	C
Kneeling	N	R	<u>O</u>	F	C
Crouching	N	R	<u>O</u>	F	C
Climbing	N	<u>R</u>	<u>O</u>	F	C
Balancing	N	<u>R</u>	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	<u>O</u>	F	C
Reach at shoulder height	N	R	<u>O</u>	F	C
Reach below shoulder height	N	R	<u>O</u>	F	C
Push/Pull	N	R	<u>O</u>	F	C

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Hand Manipulation

Grasping	N	R	O	<u>F</u>	C
Handling	N	R	O	<u>F</u>	C
Torquing	N	R	<u>O</u>	F	C
Fingering	N	R	O	<u>F</u>	C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

Computer, calculator, telephone, copier, scanner, fax, postage meter, smartboard, meters, all hand tools, grounds tools

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	<u>2</u>	3	4	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8

Cognitive And Sensory Requirements:

- Talking: Necessary for communicating with others
- Hearing: Necessary for receiving instructions and queries
- Sight: Necessary for doing job effectively and correctly
- Tasting & Smelling: Not required

Employer Expectation for the amount of lapsed time required by a typical worker to learn the skills of this job description (Specific Vocational Preparation Requirement)

- 1. Short demonstration only.
- 2. Any beyond short demonstration up to and including 30 days.
- 3. 30-90 days.
- 4. 91-180 days.
- 5. 181 days to 1 year.
- 6. 1 to 2 years.
- 7. 2 to 4 years.
- 8. 4-10 years.
- 9. Over 10 years.

Summary Of Occupational Exposures:(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)May be exposed to cleaning fluids and copier toner

Cleaning chemicals, Fuels, oils, bodily fluids

Other Items to consider

Environment: Inside:75 % Outside: 25%

Work Surfaces: carpet and tile floors, chair and standard desk

This is a fairly sedentary position and employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Classification:

Adopted: June 9, 1977

Revised: September 21, 1978

January 3, 1980

November 5, 1981

August 16, 2001

Revised: December 5, 2002

May 15, 2019