



Full-Time Personnel Job Description

Job Title: Director, Facility Management

Date: April 24, 2025

Department: Facility Management

Prepared By: Jaared Scott

Reports Directly To: Deputy Superintendent/COO

Position Closing Date: Position open until filled

Job Group: AA

Salary Range: TBD

☒ Exempt

☐ Certified

☐ Non-Exempt

☐ Grant Funded

Primary Function of Position: Responsible for leadership of the school district's Facility Management department. Provides general management, supervision, and professional direction to a comprehensive Facility Management organization. Effectively communicates relevant information within the department and throughout the district. Support all aspects of the educational process through excellent ongoing maintenance of the district's facilities, equipment, and grounds. Hire, develop, and retain exceptional employees and contractors to work effectively in a team environment.

Embrace the Francis Tuttle Culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Respect and Responsibility.

Essential Job Functions:

1. Safely and efficiently manage day-to-day operations of the Facility Management department.
2. Manage a complex budget and make daily operational decisions.
3. Collaborate with stakeholders in facility planning and space administration, including strategic planning concerning facility usage.
4. Make recommendations and manage general maintenance and repairs throughout the district.
5. Provide leadership and support to the Facility Management team, including physical plant, skilled trades, shipping and receiving, and groundskeeping.
6. Ensures all facility personnel are appropriately trained to carry out their job responsibilities effectively.
7. Oversee the management of various agreements and contracts as needed for the district.
8. Make recommendations, prepare requests for proposals or quotation packets for facility maintenance-related projects as needed.
9. Ability to be present on the job as described under working conditions and contract details.
10. Other duties as assigned.

Knowledge, Skills, and Abilities:

- A bachelor's degree from an accredited institution of higher education is required, with disciplines relating to facility management desired.
- Minimum of three years' experience in facility management or educational leadership services required.
- Effective communication, mediation, and interpersonal skills are a must.
- Competent in the use of office productivity systems and databases.
- Demonstrate commitment to effective team building and development of personnel.
- Must be physically capable of operating vehicles safely.
- Possess a valid Oklahoma driver's license and have an acceptable driving record.

- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain and manage an efficient, well-organized work area.
- Ability to excel in a fast-paced work environment by prioritizing tasks and projects.
- Ability to understand and meet critical deadlines.
- Ability to communicate extensively with internal and external customers through verbal and written communication skills.
- Ability to consistently deliver superior customer service and work quality to all customers.
- Strong flexibility, time management, and organizational skills.
- Ability to manage multiple tasks or projects with a sense of urgency.
- Anticipate needs, be resourceful, and build strong employee partnerships.

Working Conditions:

Strenuous physical effort required. Ability to lift 10- 50 lbs. Position requires prolonged sitting, standing, and walking; Low-level machine noise is encountered most of every day; concentrated visual effort is required; Reliable, dependable, and punctual attendance. This is not an exhaustive list; reasonable accommodations will be made as needed.

Organizational Relationship:

Full-time, exempt personnel position reports directly to the Deputy Superintendent/COO.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 8 am – 4:30 pm. May include some evenings when necessary.

Benefits:

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Disclaimer:

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.”

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