



**Job Title:** Executive Director Facilities and Maintenance **Exemption Status/Test:** Exempt

**Reports to:** Chief Financial Officer

**Date Revised:** April 2025

**Dept. /School:** Facilities and Maintenance

**Pay Grade:** 112

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**Primary Purpose:**

Oversee and manage the day-to-day operation of the School Facilities Department, including maintenance, custodial, and Bond Construction.

**Qualifications:**

**Education/Certification:**

- Bachelor's Degree in architecture, Engineering, Construction Management, or Business Management
- Master's Degree preferred
- TASBO Certification preferred

**Experience:**

- Minimum of five (5) years of experience in maintaining facilities for an educational organization leadership, direction, and coordination of departments relating to facilities, maintenance, custodial, and bond construction and renovation projects

**Special Knowledge/Skills:**

- Advanced knowledge of basic principles of construction, school plant maintenance, and custodial operations
- Knowledge of Texas laws as they relate to construction projects and the proper bidding of projects
- Ability to manage budget and personnel
- Ability to interpret policy, procedures, and data
- Ability to read blueprints and schematics
- Strong skills in organization, communication, and interpersonal skills
- Negotiate and Purchase Real Estate

**Major Responsibilities and Duties:**

**Facilities and Maintenance**

1. Prepare, or assist in preparing, a long-term master facilities plan to include maintenance of existing buildings, and direct the district's programs to improve the physical environment within all facilities.
2. Work with selected district architects on construction plans related to routine maintenance of renovations to existing or new facilities; work with selected project managers on major renovations or new construction.
3. Assist in construction project review between architects and district personnel during concept and design development.
4. Assist in project assignment review between district staff and/or outside vendors.
5. Monitor the progress of construction projects.
6. Monitor the implementation of the maintenance management system.
7. Ensure that efforts support the district's instructional goals and objectives; work with Chief Financial Officer and other Chief positions in implementing missions and perpetuating the vision of the future.



8. Ensure that design criteria and architect/engineer directions for district projects include instructional and administrative staff input.
9. Ensure that new facility and renovation designs foster and support a safe, functional, comfortable, and aesthetically pleasing learning environment.

#### **Policy, Reports, and Law**

10. Support and comply with local, state, and federal laws and regulations.
11. Implement the policies established by federal and state law, State Board of Education rules, and the local board policy in facilities and maintenance.
12. Compile, maintain, and file all reports, records, and other documents as required.
13. Contribute to the recommendation of sound policies toward program improvement.

#### **Budget**

14. Compile budgets and cost estimates based upon documented program needs.
15. Coordinate the development of cost analysis for construction project requests.
16. Conduct an analysis of past bond program achievements and shortfalls.
17. Analyze and make recommendations on the validity of construction payment schedules.
18. Administer the district's utility budgets.
19. Develop the district's future bond programs.
20. Develop new and refine existing design development criteria.
21. Coordinate the capital improvement plan for roofs, carpet, and other cyclic-type items.

#### **Personnel Management**

22. Provide leadership and supervision to all maintenance and facilities staff, including professional and paraprofessional employees.
23. Demonstrate openness with staff that encourages positive interactions and promotes team building.
24. Resolve conflicts effectively and work in harmony with others.
25. Evaluate employees' job performance to ensure the effectiveness and efficiency of operations.

#### **Professional Growth and Development**

26. Improve personal performance and leadership skills through staff development opportunities and attendance at professional development short courses and conferences.
27. Performs duties professionally, ethically, and responsibly as defined in the TEA Code of Ethics for educators.
28. Maintains physical and mental fitness necessary to achieve the requirements of this position.

#### **Community Relations**

29. Participate in community activities, to the extent feasible and appropriate, which foster rapport and mutual respect between the district and community.
30. Engenders community support for school programs and articulates facility requirements to the public, both formally and informally.
31. Perform all other duties as assigned.

#### **Supervisory Responsibilities:**

Supervise and evaluate the performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, and support staff assigned to facilities and the maintenance department.



**Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals and other instructional equipment

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting

**Motion:** Frequent repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 30 pounds)

**Environment:** May work prolonged or irregular hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

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This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_