



Job Description

Position Title:	Facilities Services Manager
Job Title:	Facilities Services Manager
Function:	Facilities & Maintenance
Family:	Facilities Services
Reports to:	Assistant Director

Terms of Employment:					
Pay Grade:	E11	Minimum Salary: *	\$54,643	Mid-Point Salary:	\$64,296
*Salary is determined on directly related experience supported by a service record or experience affidavit. For more information on our pay policy, please refer to the Compensation Resource Manual . Annualized pay may be pro-rated based on actual start date.					
Minimum Work Days:	240	Type of Assignment:	Full-Time; Exempt	Contract Type:	Non-Chapter 21
Funding Source:	This position is locally funded.				

Job Scope

Oversee daily operation of one or more functions of a department or a campus. Directs staff in the development and implementation of function or campus policies, procedures, and programs. Adheres to both district policy and governmental regulations concerning function or campus operations. Manages team or campus structure, development, training, and planning.

Position Summary

Responsible for supporting Facilities Services (FS) work groups and their respective areas of responsibility to provide students and staff with a physical learning environment that is safe, clean, attractive, efficient, and functional. The position will be responsible for developing and implementing training protocols, standard operating procedures, and continuous improvement. Facilities Services Manager will analyze complex data related to labor costs, maintenance expenditures, bid specification and cost measurements, school audits, and be responsible for collaborating with multiple District stakeholders. This position will be a subject matter expert on the computerized maintenance management system (CMMS). Additionally, will have team supervisory responsibilities.

Essential Functions / Key Responsibilities

1. Support the implementation of a systematic, on-going process for review of all District facilities to determine immediate and long-term repair and maintenance needs related to facility and site work using independent judgement.
2. Manage a cross-functional support team. Responsible for coaching, discipline, development, training, and hiring of team.
3. Develop and monitor compliance to key performance indicators (KPI) using general knowledge of Facilities Services; coordinates with department leadership in development of KPIs.
4. Create Standard Operating Procedures, Visual Work Instructions, and productivity tools using general knowledge with input from subject experts.
5. Create and implement relevant training for all Facilities Services topics using a mixture of delivery methods and technologies/programs.



Job Description

6. Maintain subject matter expertise related to the departments CMMS; serve as one of system administrators and liaisons with software provider and District stakeholders.
7. Create, evaluate, and analyze non-complex to complex CMMS data, reports, visualizations, dashboards, etc. related to all Facilities Services operations; promotes data-driven decision making across department.
8. Provide support in determining budget priorities and expenditures according to guidelines established by Facilities Service leadership and in the preparation of bid specifications and cost estimates using general knowledge.
9. Create and implement tracking metrics for projects and routine operations involving the installation, maintenance, and repair of Facilities Services work throughout the District.
10. Provide support for general maintenance projects and operations, including facility walkthroughs and audits at local schools and facilities under moderate supervision.
11. Oversee the documentation, presentation, and communication of Facilities Services projects/initiatives using general knowledge of traditional, direct, and social media channels.
12. Collaborate with different departments to develop tools to assist the areas to perform effectively, to provide tools for accountability to department metrics, and to develop SOPs and trainings.
13. Provide guidance and feedback to Journeyman and Foreman to facilitate teamwork and rapport so Department expectations are achieved, including Customer Service and meeting of KPIs.
14. Participate in timeline development and rule enforcement for meeting deadlines, quality standards, safety, and leadership training; develops and regularly updates training materials for various trades/crafts.
15. Remain abreast and comply with Local (COSA), State, District and Federal policies.
16. Assist as a point of contact for important facility-related communications for campuses and departments outside of Facilities Services.
17. Place the goals of SAISD foremost when interacting with others at all levels. Guide the environment that fosters teamwork and enhances task accomplishment through positive and supportive cooperation.
18. Performs other related duties as assigned within the appropriate skill and experience capabilities expected for this position.

Minimum Requirements

- Bachelor's degree from an accredited college or university or 4 years of equivalent experience.
- 3+ years of experience in a facility management support service or general business support
 - Previous Team Lead experience.
- Candidate must have satisfactory outcome of fingerprinting background check. Non-refundable fee (approximately \$50.00) paid by the employee.

Preferred Requirements

- 5+ years of experience in a facility management support service or general business support
 - Previous Team Lead experience.
- 2+ years of experience with Excel, spreadsheets, databases, report creation, dashboards, analysis, or similar data tools from both a creation and review/decision-making perspective.
- 2+ years of team lead experience in an administrative or skilled maintenance capacity.

Knowledge, Skills & Abilities

- Experience developing or presenting Standard Operating Procedures, Visual Work Instructions, Professional Development, Training mechanisms or similar business documentation and materials.



Job Description

- Working knowledge of Facilities auditing and diagnostic tools.
- Demonstrate ability to interpret large non-complex to complex data sets (such as utility bills or inventory data) and enter this information into relevant software.
- Demonstrate ability to create data reports, graphs, charts, dashboards, or other presentations of non-complex to complex data.
- Excellent customer service and collaboration skills.
- General knowledge of heating ventilation, and air conditioning (HVAC); lighting; appliances; carpentry; plumbing and other crafts/trades commonly found in K-12 schools.
- Demonstrate experience in problem solving and identifying the root cause of issues with the ability to propose viable solutions.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Proven leadership, communication, and time/work management skills.
- Establish project management abilities and experience with the capacity to serve as the primary lead on important initiatives over multiple and complex projects.
- Experience in using related software applications (i.e. Computer Maintenance Management Systems (CMMS), Microsoft Office Products such as Word, Excel, and PowerPoint).
- Demonstrate interpersonal, organizational, negotiating, and coordinating abilities.
- Comply with the Texas Educators Code of Ethics.

Working Conditions

Work Environment:

- Computer, computer software programs and peripherals, teacher resource materials and equipment, copier, fax, and other equipment applicable to position.
- Frequent exposure to: temperature extremes (hot and cold), humidity extremes, noise. Occasional exposure to: biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc).

Physical Demands/Requirements:

- Maintain emotional control under stress; work with frequent interruptions/deadlines; frequent sitting, standing, walking, climbing, balancing, pulling and pushing; reaching, repetitive hand motions, hearing, speaking clearly, visual acuity and prolonged data input; occasional lift/carry light, moderate 15-44 pounds.

Supervisory Responsibilities / Direct Reports

- Facilities Services Teams

San Antonio ISD is committed to non-discrimination on the basis of race, color, ethnicity, culture, religion, national origin, age, sex, gender identity, gender expression, sexual orientation, appearance, immigration/citizenship status, home language, socioeconomic status, or disability in its educational programs, services, and District business functions.

Information on persons designated to handle inquiries regarding non-discrimination policies can be found within SAISD Board Policies DIA(EXHIBIT) or FFH(EXHIBIT), available online at:

<https://pol.tasb.org/PolicyOnline?key=176>.



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San Antonio ISD está comprometido a no discriminar por motivos de raza, color, origen étnico, cultura, religión, origen nacional, edad, sexo, identidad sexual, expresión de género, orientación sexual, apariencia, estado inmigratorio/de ciudadanía, idioma natal, estado socioeconómico o discapacidad en sus programas educativos, servicios y funciones de negocios del Distrito.

La información sobre las personas designadas para manejar consultas sobre las políticas de no discriminación se encuentra bajo las Políticas de la Junta Directiva DIA (Prueba documental) o FFH (Prueba documental) de SAISD, disponible en línea bajo: <https://pol.tasb.org/PolicyOnline?key=176>

Employee Printed Name:

Date:

Employee Signature: