



Job Description

Job Title: Executive Director of Plant Services

Supervisor: Assistant Superintendent

Business and Support Services

Position Code: 1E26

Pay Grade: 53

Job Classification: Exempt

Contract Length: 245 Days

Job Summary:

Position is responsible for managing the maintenance, repair, improvement, and construction of all school division facilities in accordance with state and federal regulations and school division policies and procedures. Position provides supervisory oversight for the overall operations of the paint, plumbing, electrical, HVAC, maintenance, and carpentry shops. Position contracts for needed services and equipment, and prepares and monitors a plant services budget.

Essential Duties

1. Assumes responsibility for the comprehensive overall planning and scheduling of building maintenance, repair, improvement, and construction activities for all school division facilities.
2. Prepares and manages an annual plant services budget.
3. Recommends and implements system wide building procedural issues to include fire alarms, HVAC, and general safety concerns.
4. Develops system wide response and compliance with governmental regulatory requirements to include radon, lead, asbestos, OSHA, water control board, EPA, and ADA.
5. Inspects school division facilities, troubleshoots building problems, and recommends plant services projects and initiatives to be implemented.
6. Confers with principals and other managers to develop plant services projects in their building or department.
7. Reviews and approves routine and emergency work order requests and plant services projects and procures necessary services and supplies.
8. Prioritizes maintenance and repair projects and resolves scheduling conflicts.
9. Recommends funding decisions and determines whether to utilize outside or in-house resources for completion of work.
10. Supervises school system construction contract administration.
11. Prepares specifications for completion and implements plant services initiatives, projects, and work orders.
12. Supervises plant services personnel in the completion of work orders and special projects and inspects completed work to ensure that high standards of workmanship and safety are maintained.
13. Works with the personnel department concerning plant service's personnel issues, to include employment and assignment activities.
14. Manages and maintains records on the value of work performed, individual productivity statistics, and shop manpower utilization.
15. Manages and reviews service contracts, HVAC, utilities and energy management systems.
16. Develops a system for ensuring timely responses to after hour emergency maintenance needs.
17. Acts as a liaison with various city support departments in accomplishing plant services projects and ensuring compliance with regulations.
18. Ensures a timely response to inquiries from the public, contractors, school administration personnel, and governmental agencies regarding plant services.
19. Maintains necessary records related to plant services initiatives.
20. Performs other duties as assigned.
21. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Stays informed of new technologies and trends in facilities engineering.

2. Performs any other related duties as assigned by the Assistant Superintendent of Business and Support Services or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications

Any combination of education and experience equivalent to a Master's degree in an engineering/facilities management field and 10 year's progressive experience as a facilities manager/engineer for a large physical plant. State license as a professional engineer preferred. Demonstrated knowledge of state and federal building codes, state educational construction standards, Water Control Board, EPA, OSHA, ADA, and Department of Labor/Commerce regulations relative to plant operation and maintenance. Budget preparation, budget monitoring and contract procurement knowledge also required. Must possess excellent decision making skills with regard to differentiating between needs and wants for various plant projects. Must possess excellent organizational, communication, and supervisory skills.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 50 pounds; to bend, to stoop, to walk and to reach overhead. Must possess the ability to establish and maintain effective working relationships with coworkers.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a inside and outside. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Plant Services staff

Supervision Received: Assistant Superintendent, Business & Support Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Executive Director will be required to follow any other instructions and to perform any other related duties as assigned by the Assistant Superintendent, Business & Support Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date