



Director of Facility Support Services

Position Description

Position: Director of Facility Support Services
Reports to: Chief Officer of Systems and Operations
Terms of Employment: 12 Months
Pay Grade: Administrative Scale
FLSA Status: Exempt

Nature of Work

The Facilities Services Director will play a pivotal role in helping the district to realize this vision for our community and our children. In keeping with Craven County Schools' drive for delivering excellent customer service, the next Director will have a track record of having created, improved, or developed a culture of outstanding service delivery across multiple disciplines. The next leader must be effective in communicating with diverse stakeholders and work to ensure the acquisition and application of cutting-edge technology to deliver facility services effectively and efficiently to the entire school system community. In addition, the next Director should be experienced in leading a large master planning effort and once funded, putting that plan into action for the citizens and children served by Craven County Schools.

Education and Experience

- Bachelor's degree or equivalent combination of education and experience in
- Management, Engineering, Construction, Architecture, or a related field.
- Minimum of eight (8) years of progressively responsible managerial and administrative experience in a building and grounds maintenance, code enforcement, or facilities management operation, and project estimating.
- Minimum of two years in of supervision in a facility and maintenance capacity.
- Preference given for prior public school or related institutional experience.

Certification and Licensure Requirements (if applicable):

Essential Functions/Typical Tasks

Reporting to the Chief Officer of Systems and Operations, the Facilities Services Director develops, implements, coordinates, directs, and supervises the maintenance of school system buildings, grounds, and equipment, overseeing all repair and preventive maintenance work on buildings and all associated building systems. The Facilities Services Department interfaces with every other department in Craven County Schools and has extensive external contact with staff, students, and parents, vendors, and contractors through day-to-day work and task completion. The Director will also interface with the Craven County School Board.

Knowledge, Skills, and Abilities

- outstanding at interpersonal skills with the ability to engage with people from diverse backgrounds.
- supportive of staff while also holding them accountable to all relevant safety and code standards.
- calm and responsive in emergencies while ensuring that disruptions in the learning environment are minimized.
- knowledgeable of theory, principles, practices and techniques of UST/ AST regulations and compliance, asbestos regulations, management plans and abatement, re-inspections, lead rules and regulations, OSHA, EPA, ADA regulations and playground safety, and including a working knowledge of electrical, plumbing, HVAC and all other related trade areas as required to the maintenance of schools.
- knowledgeable of state and local building codes, fire safety, DPI plan review requirements, federal, state, and local permitting requirements, retention pond and sedimentation permitting requirements.
- knowledgeable of applicable federal, state, and local law, codes and regulations governing the administration of public administration and public utilities functions and activities.
- an experienced project manager who is adept at overseeing construction and repair projects.
- experienced in developing employees internally to proactively plan for successions in anticipation of upcoming retirements.
- adept at developing an excellent customer service culture for internal and external customers while supporting and advocating for employees and the department.
- proactive in building collaborative external relationships with citizens, NCDOT, local stakeholders, contractors, developers, engineers, and business leaders to effectively meet school system goals and internal relationships within relevant school system and County departments.
- resourceful in finding or developing innovative solutions to meet workload demands with reduced staff in a tight budget climate.
- an effective listener who seeks input from relevant parties, realistically assesses plans and consistently communicates; and,
- a principled leader who values accountability while holding realistic and fair expectations of self and others.

Physical Requirements

Work is performed while standing, sitting and/or walking and requires the ability to communicate effectively using speech, vision and hearing, the use of hands for simple grasping and fine manipulations, bending, squatting, crawling, climbing, reaching and the ability to lift, carry, push, or pull light weights.

Special Requirements

Valid driver's license