

(B)

JOB CODE: 3231

TITLE: FULTON-HOLLAND EDUCATIONAL SERVICES CENTER BUILDING MANAGER

QUALIFICATIONS:

1. Associate degree from an accredited college or university in business administration, building construction, engineering or related field and one (1) year of related experience in the maintenance of a large facility OR high school diploma or equivalent and three (3) years of related experience in the maintenance of a large facility.
2. Working knowledge of federal, state, and local codes and regulations.
3. Demonstrated ability to direct employees and contractors in the performance of maintenance and repair work.
4. Demonstrated ability to work with diverse groups and effectively communicate, both orally and in writing.
5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Receives work orders from departments in the FHESC (Fulton-Holland Educational Services Center); determines priority, assigns to appropriate staff for action and enters completed work orders into MAXIMO Maintenance System.
2. Maintains calendars of scheduled meetings in the training rooms and Board Room, confirms reservations, ensures appropriate seating capacity and handles arrangements for special seating and audio-visual equipment.
3. Issues keys to building personnel and maintains a list of assigned keys.
4. Monitors the building's air-conditioning system (both the FHESC's computer-controlled system and water chillers), adjusts temperatures accordingly.
5. Monitors and sets timing controls for both the indoor and outdoor lighting at the FHESC.
6. Conducts periodic tests on the generator to ensure optimum operating condition and schedules routine maintenance and repairs.
7. Conducts regular inspections of the FHESC to identify custodial/maintenance needs and assigns staff accordingly.
8. Coordinates the moving of furniture, equipment, and room partitions in the FHESC.
9. Assists in selecting outside contractors to perform work at the FHESC and surrounding grounds and monitors their work.
10. Maintains an operating budget for assigned areas and prepares budget amendments as needed.
11. Monitors and enforces operating policies and procedures.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 09/00

Revised: 05/03/06

Salary Level: ~~45~~ **1**

Salary Range: \$55,000 - \$79,456

Bargaining Unit: M S

Responsible to: ~~Area Maintenance Team Leader~~ **Chief of Facilities Management**

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.