

Assistant Facilities Manager – Supervisor

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM CLARKSVILLE, TENNESSEE JOB DESCRIPTION

Job Title: Assistant Facilities Manager-Supervisor

Department: Facilities

Job Description

Date Reviewed: July 2021

**Reports To: Facilities and
Engineering Manager**

Grade: 500

Calendar: 12 Months

Purpose of Job

The purpose of this job is to provide supervision within the Facilities Department to ensure the effective and efficient use of resources leading to improved student achievement in support of all office, personnel, business, and contractor matters related to district Facilities and Capital investments. Major areas of responsibility include, but are not limited to, supervision and oversight of facilities office staff, financial reporting, project accounting, data analysis, process management, codes compliance, records keeping, technology, budgeting, bids, inventory management, materials ordering, interviewing/screening/selecting candidates for facilities staffing recommendations to HR by the Facilities Manager, evaluation of employees, and report writing. It is the responsibility of this individual to supervise the Facilities Administrative Assistant, Special Projects Manager, Construction Projects Manager, General Projects Manager, and all task related to these areas and positions. It is also the responsibility of this position to oversee planning, coordination, and monitoring of a wide variety of contracted projects related to the construction, repair, remodeling, and/or upgrading of CMCSS facilities and to serve as the primary backup/secondary contact for the Facilities Engineering Manager.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Oversees all office processes in support of financial reports, budgeting, scheduling, data collection, studies, project delivery, and provides recommendations to the Facilities Manager and Chief Operations Officer for review based on detailed analysis by the various office staff members.

Ensure the smooth, efficient, timely, and effective coordination and management of all school facilities to include but not limited to: energy management, air quality control, facility safety regulations, and health regulations as they relate to facilities, water and wastewater management, structural and code enforcement, upkeep of maintenance, and facilities as it relates to school plant integrity.

Supervises and coordinates all office staff in the timely and accurate preparation of all necessary monthly and year-to-date financial and scheduling reports and any associated documents for the Facilities Department.

Supervises and coordinates the collective efforts of the Facilities Administrative Assistant, Special Projects Manager, Construction Projects Manager, General Projects Manager to include providing annual evaluations, approving time records, and time off requests.

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Oversees staff in the purchase order and requisition process within the Facilities Department.

Consults with the State Dept. of Commerce and Insurance on policy/regulations and compliance issues for the Facilities Department with regard to areas of district compliance, responsibility, and supervision of necessary accommodations.

Makes field surveys of existing structures or systems and inspects construction work for conformance with designs, plans, and specifications. Prepares preliminary estimates of cost for numerous projects and varying scopes.

Provides construction management oversight of new facilities and design work. Oversees, monitors, and reports on all phases of construction, to include directing contractors, subcontractors, and monitoring of building codes.

Develops and maintains database of current system infrastructure using Microsoft, CAD, and GIS software. Uses database to assist in future needs assessment, feasibility analysis, and project planning.

Supervises and oversees the development of accurate architectural, civil or mechanical system plans, specifications and cost estimates prepared by consulting engineers and architects, ensuring compliance with building codes and standards. Specifies design requirements for related systems and ensures that design proposals conform to NEC standards, as well as local codes and regulations. Develops and maintains design standards for systems and structures.

Reviews, corrects, and interprets drawings, plans, and specifications. Oversees and assists office staff in reviewing, correcting, and interpreting drawings, plans, and specifications.

Prepares and presents detailed reports with clear, technically sound, accurate, and informative findings, conclusions, and recommendations to the Board, the public, to stakeholders, and to customers.

Supervises and coordinates the office staff in compiling and maintaining written and electronic records and with the reporting of results for all projects and the dissemination of information, as appropriate, to other educational institutions, interest groups, local, state and federal agencies.

Plans and conducts surveys, tests, and investigations pertaining to structures or systems associated with construction and maintenance operations.

Maintains close contact with manufacturers of various types of equipment and machinery used by the department in order to maintain up-to-date equipment specifications and become knowledgeable of new equipment developments.

Provides technical assistance to and support to building maintenance operations, and for in-house projects involving alterations to existing installations.

Manages projects of facilities design and construction; facilitating activities relating to the design feasibility analysis, development of project scope, identifying user needs and concerns, architect selection, design review coordination, agency submissions, and obtaining construction bids.

Reviews and approves consultants' invoices and construction change orders. Coordinates design phase studies, reports, and field surveys. Schedules, facilitates, and conducts meetings with users and project design professionals. Makes reports to senior management relating to assigned projects.

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Analyzes facilities for repair and improvements needs. Consults with building principles regarding the CMCSS General and Capital Projects Budget procedure (FAC-P001) and/or recommends issuance of work orders. Assists in the review of capital improvement requests as per the CMCSS Capital Projects Budget procedure (FAC-P001).

Assists with the preparation and management of budget for school facilities and capital projects.

Exercises discretion and independent judgment with respect to submitting purchase orders for work required and reviewing invoices and pay requests for correctness as per CMCSS Pay Request procedure (FAC-P002). Prepares, assembles, and monitors required construction documentation and permits for all projects under his/her supervision. Recommends purchase or employment of qualified vendors or systems. Recommends the discontinuation of contracts for unqualified vendors or systems.

Assists in monitoring utility usage and identifies problems leading to high cost. Provides utility conservation training and behavior modification coaching as it pertains to utility usage.

Supervises the office staff in the completion of all daily operations, and ensures that the office staff communicates in a professional manner with stakeholders and customers.

Provides assistance to auditors by identifying requested information and answering inquiries.

Makes and shares construction decisions in a timely manner and responds immediately to emergency situations.

Supervises year-end closing of outstanding encumbrances for validity and to ensure goods and services are received on or prior to, June 30 and that they are properly booked and recorded for payment. Supervises the reconciliation of all capital projects budgets approved by the Clarksville Montgomery County School Board.

Performs and promotes all activities in compliance with equal employment and non- discrimination policies; follows federal laws, state laws, school board policies, and professional standards.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelors degree with demonstrated experience in construction or; High School graduate with 10 years experience in construction field to include 5 years of construction experience in supervisory positions, and verified experience in the construction plan review or codes enforcement process. Must possess a valid Tennessee Driver's License.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Facilities and Safety practices as they pertain to the performance of duties relating to the job of Assistant Facilities Manager-Supervisor. Thorough understanding of Building Code and State requirements for Educational Facilities. Understanding of, and experience in plan review and interpretation of specification documents. Knowledge of construction methods, materials and standards. Knowledge of and experience in the construction permitting process. Knows how to develop and administer operations and staff plans and

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objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and the construction industry. Is able to effectively communicate and interact with supervisors, other governmental agencies and members of the general public and all other groups involved in the activities of the position. Is able to assemble information and make written reports and documents in a concise, clear effective manner. Has good organizational, human relations, and financial skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computer office software as well as CAD. Is able to read, understand and interpret financial reports and related materials.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate, with a reasonable level of skill, a variety of office machines and equipment such as telephones, computers, calculators, copiers, fax machines, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange financial and administrative information. Includes giving assignments and/or directions to co-workers or students.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistant Facilities Manager-Supervisor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Facilities Manager-Supervisor.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; compute discount, interest, profit and loss, ratio and proportion; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

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MOTOR COORDINATION: May require the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Assistant Facilities Manager.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date