



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 12/17/2015

Supervisor, Facilities Services

Pay Scale: B

Level: 21

FLSA Status: Exempt

Job Family: Facilities

Primary Location: Facilities Services

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Facilities Services Supervisor oversees the Facilities Contracts Team, the Maintenance Control Team, and the Facilities Parts Team. This includes supervising assigned personnel that are responsible for receiving and tracking maintenance work requests, planning and managing all recurring service contracts work, developing and executing the Capital Asset Preservation Program, and purchasing/warehousing building materials and spare parts used by in-house Maintenance and Custodial Technicians. This position is responsible for making recommendations for staffing and budgeting changes based on projected workload and industry staffing standards, and overseeing the Employee Evaluation Program for all of Facilities Services. This employee is a member of the Facilities Services Management Team and participates in the rotation of on-call Facilities Services Supervisors.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Oversees the performance of work by the Facilities Contracts staff in managing recurring service contracts and other contracted maintenance and repair requirements; Responds to after-hours facilities emergencies on a rotating basis with other Supervisors
- Oversees the operation of the computerized Maintenance Management System and ensures that work is properly classified, scheduled, completed and closed out in a reasonable timeframe. This includes all required documentation for labor and materials
- Plans and coordinates contracted maintenance projects with the Facilities Operations Supervisor to ensure optimum customer support and efficient use of resources; Prepares specifications for Facilities Services contracts and evaluates Contractors' work performance for conformance with specifications
- Coordinates the scheduling of contracted repair services with school-based Administrators and staff to minimize interruption of classroom activities and other instructional programs
- Maintains capital planning database, identifies capital asset preservation projects, and coordinates/prioritizes projects for inclusion in the annual Capital Asset Preservation Program (CAPP)
- Meets with Building Supervisors and School Administrators to determine quality and customer satisfaction with work being performed by Facilities Services staff

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree in Engineering, Architecture, Facilities Management, Business or a related field

Experience

Five (5) years of progressive work experience, with a minimum of two years in supervisory position coordinating service contracts, or equivalent combination of training, education, and progressive experience that would provide the required knowledge and abilities

Licenses and Certifications

Knowledge, Skills and Abilities

- Strong organizational, communication, and interpersonal skills
- Knowledge of Virginia Public Procurement Act in reference to construction contracts, service contracts and material purchases is highly desired
- Experience using a Maintenance Management System for a public school system is highly desired.
- Must hold a valid state driver's license
- Ability to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.