



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified 2/29/2024

Director, Facilities Operations

Pay Scale: B

Level: 27

FLSA Status: Exempt

Job Family: Administration

Primary Location: Administrative Building

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, Facilities Services, Management and Coordination, Planning Services, Safety and Security, and Transportation.

Job Overview

The Director of Facilities Operations is responsible for the safe and efficient operations and maintenance of built infrastructure spread across Loudoun County Public School campuses, including academic, administrative and athletic facilities. The position oversees a large staff while planning and executing an annual operating budget that includes Personnel, and Operations and Maintenance, in addition to a 5-year Capital Asset Preservation. The Facilities Operations Division is composed of two primary areas, including maintenance operations services and custodial operations services.

Roles and Responsibilities

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

- Establishes and recommends priorities for maintenance repair projects; develops and implements preventive maintenance programs; plans for maintenance of District facilities and coordinates maintenance schedule with building administrators; recommends general notices, regulations, and/or School Board policies to affect the safe and efficient operation of plant facilities
- Assists in the recruitment, employment, assignment, transfer, and promotion of maintenance and custodial personnel; supervises and evaluates maintenance personnel; provides training programs and workshops to improve staff competencies
- Keeps informed of the latest trends, developments, and products in the areas of facilities maintenance, repair, and upkeep, and custodial services
- Prepares and submits an annual operating and capital budget for facilities maintenance and custodial operations; monitors department expenditures
- Represents Support Services on various committees, at staff meetings, meetings with County government officials, and other public meetings; attends School Board meetings as requested and prepares reports as the Assistant Superintendent for Support Services may request.
- Directs Facilities Operations during emergency conditions to assure the protection of resources, and the efficient and timely restoration of all facilities operations supporting the instructional environment

Qualifications

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

Education

Bachelor's or Master's degree from an accredited college or university preferred and/or a combination of comparable skills and experience

Experience

Seven (7) years of senior leadership experience related to facilities maintenance and operation of school plants

Licenses and Certifications

Knowledge, Skills and Abilities

- Demonstrated experience in developing and tracking budgets
- Knowledge of state and federal statutes, regulations, and rules
- Possesses strong organizational skills and interpersonal skills
- Ability to communicate with individuals of varied cultural and educational backgrounds
- Demonstrate the leadership qualities and personal characteristics necessary for working effectively with administrators, teachers, and support staff
- Be able to complete the DOT mandated Drug and Alcohol Suspicion Training for Supervisors within the first 90 days of employment
- Be able to demonstrate the learned knowledge, skills, and abilities of drug and/or alcohol suspicion training when required

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.