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## AREA FACILITIES MANAGER

### **BASIC FUNCTION**

Under general supervision, plan, organize and manage multiple sites' custodial staff in maintaining a clean and safe learning and working environment for students, staff and community stakeholders; prioritize, schedule, assign and inspect work projects; schedule, monitor and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES**

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Develop assigned facilities custodial maintenance work schedules, coordinate activities and assure smooth and timely delivery of scheduled services; review and monitor custodial and site building administrator maintenance requests and reports; serve as a liaison with building administrators and construction and operations trades and management to follow up on work orders' status towards completion. "E"
- Conduct periodic inspections of schools and facilities for follow up on district work orders, repairs and safety hazards; communicate and report findings to appropriate administrators; conduct preliminary reviews and report on workplace safety issues, industrial accidents and injuries for assigned staff; coordinate with building administration, external agencies, operations and risk management on workplace safety compliance reporting, issues and concerns. "E"
- Evaluate custodial maintenance projects in relation to costs and goals; recommend and allocate resources within budget limitations; implement, track and report on assigned projects; ensure compliance with local, state and federal laws relating to assigned functions. "E"
- Monitor employee performance; set goals and objectives to improve overall staff performance and efficiency; prepare work schedules, track and monitor employee attendance; redistribute existing workforce to cover day-to-day, short and extended absences. "E"
- Maintain a variety of records and prepare reports related to facilities maintenance, site inspections, safety inspections, personnel, vendors, inventory, work orders and material and labor costs. "E"
- Participate in and prepare cost estimates and requisitions and monitor ongoing project expenses; participate in the development of Requests for Proposals and evaluation of vendor bids for goods and services, as assigned. "E"
- Participate in coordination of contractors, fire marshal, State safety and maintenance operations compliance inspectors, district staff and site administration for assigned building projects; review work progress to assure compliance with local, State and federal laws, and approved facilities custodial maintenance plans; notify administration of issues and concerns related to compliance issues and work performed at assigned facilities. "E"
- Monitor operations and staff to ensure that all custodial equipment is used, maintained, and working as specified; work with vendors and District staff to seek out new or more efficient custodial methods, tools, supplies, and similar activities; implement and evaluate programs, plans, processes, systems and procedures to achieve District goals for assigned schools and building maintenance operations. "E"
- Collaborate with department leadership to assist in developing written policies, standards and guidelines that best meet division and departmental needs; make strategic and operational recommendations

regarding new initiatives, programs, and business practices; implement and monitor work plans to achieve District and department mission, goals and performance measures. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community. “E”
- Supervise the performance of assigned personnel; interview, select and evaluate employees and recommend transfers, reassignment, termination and disciplinary actions. “E”
- Assure compliance with required safety regulations; coordinate and ensure completion of safety training programs for assigned staff; communicate with employees regarding safety issues and report to appropriate personnel as required. “E”
- Attend and participate in meetings, conferences and workshops to maintain current knowledge of industry trends and laws, codes, rules and regulations related to assigned activities. “E”
- Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS OF THE CLASS**

The Area Facilities Managers plan, organize and manage the custodial maintenance activities and staff in multiple schools and facilities throughout the District. Employees in this classification are frequently called upon after hours and assigned, on a rotational basis, as first responders to support after-hours facility emergencies and building maintenance issues.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Modern methods materials, tools, and equipment used in custodial care of school and plant facilities.  
Project management software and techniques.  
Appropriate safety precautions and procedures.  
Scheduling and organizing custodial maintenance work.  
Applicable collective bargaining agreement provisions.  
Applicable local, State and federal laws, codes, rules and regulations.  
Requirements of maintaining buildings and facilities in good repair.  
Principles and practices of supervision, performance management, evaluation and training.  
General budget monitoring and control techniques.  
Record-keeping and report preparation techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

#### **Ability to:**

Plan, organize and manage the activities of custodial operations.  
Prioritize, schedule, assign and inspect custodial maintenance work projects.  
Manage, train and evaluate the performance of assigned staff.  
Recognize, report and correct safety hazards.  
Estimate costs of materials and labor.  
Establish and maintain effective controls over financial, material and labor resources.  
Inspect sites, buildings and equipment to report and follow up on maintenance repair and safety issues.  
Prepare and maintain records and reports.  
Meet schedules and timelines.  
Work independently with little direction.  
Communicate effectively orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

Education, Training and Experience:

Equivalent to graduation from high school and three (3) years of custodial maintenance experience, plus two (2) years of experience in a lead or supervisory role over custodial staff and operations or two (2) years of experience as a Head Custodian with Portland Public Schools, is required. Experience in the cleaning, maintenance and oversight of staff in dated buildings and/or public schools' institutions is highly desirable.

Any other combination of training and/or experience, which could likely provide the required knowledge and abilities, may be considered.

Special Requirements:

Positions in this classification require the use of a personal automobile and possession of a valid driver's license.

Positions in this classification require variable work hours including regular on-call rotations, evenings, weekends and emergency situations.

Positions in this classification may be required to wear protective clothing, gear and equipment as required by District policy and/or local, State or federal laws.

**WORKING CONDITIONS**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.*

**Work Environment:** Building maintenance operations and shops, offices and District school sites, indoor/outdoor environment; driving a vehicle to conduct work; regular evening, weekend, and variable hours.

**Hazards:** Potential conflict situations; exposure to inclement weather, hazardous conditions, equipment, substances and materials, occasional emergency situations.

**Physical Demands:** Dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information in person and on the phone; seeing to read a variety of materials and inspect building sites; sitting and walking for extended periods of time; physical strength to lift and carry materials, tools and equipment typical to facilities custodial maintenance; walking over rough and uneven surfaces; climbing ladders, stairs, and ramps to inspect district buildings and facilities.

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FLSA: Exempt  
Bargaining Unit: N/A  
Salary Grade: 31

Approval Date: May 9, 2017

*Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.*

Board of Education Policy 1.80.020-P