

WATERFORD PUBLIC SCHOOLS JOB DESCRIPTION

Position Title: Director of Facilities
Department: Central Office
Reports To: Superintendent
Prepared By: Superintendent
Director of Human Resources Date: August 27, 2026
Approved By: Superintendent Date: August 27, 2026

SUMMARY:

The Director of Facilities is directly responsible to the Superintendent for oversight of the operation/maintenance/repair and cleanliness of all district schools and other facilities. Additionally, the Director is responsible to the Superintendent of Schools for direction and supervision of maintenance and custodial personnel; planning and implementing the department budget; new construction, renovation, and code compliance projects; and general departmental administrative duties.

The Director shall work within local, state and federal statutes and regulations; Board of Education policies; and regulations and directives of the Superintendent. The Director shall keep the Superintendent informed of departmental services, activities, accomplishments, needs, problems, and strengths, and shall similarly inform the Director of Finance and Operations, Principals and the Director of Human Resources of these as they affect the operation and staffing needs of each building.

The Director works collaboratively to support District needs effectively. The Director communicates appropriately with the Superintendent, all Directors, Administrators, the Board of Education, building committees, and others to meet the specific duties and responsibilities outlined below.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *(Other duties as assigned)*

- A. **FACILITIES OPERATIONS/MAINTENANCE/REPAIRS**
1. Repairs facilities to ensure maximum educational use.
 2. Reviews administrative requests for facility maintenance with building principals and supervisors.
 3. Authorizes routine building repairs, manages and directs emergency repairs of buildings during the regular workday, at night or on weekends; recommends major repairs required to the Superintendent.
 4. Serves as the asbestos program coordinator.
 5. Serves as the code compliance monitor.
 6. Provides liaison with the Recreation and Parks Commission.
 7. Works with the Superintendent, Director of Facilities, Board of Education, building

committee, school administrators, and other staff to plan new school construction and/or major renovations.

8. Assists and monitors district energy programs.
9. Keeps the Superintendent, Director of Finance, Principals, and supervisors informed of significant facilities repairs and needs.

B. BUILDING CLEANLINESS

1. Supervises maintenance and custodial staff.
2. Works with the Supervisor of Facilities to establish cleaning schedules/procedures.
3. Sets standards of building cleanliness and sanitation.
4. Make routine inspections of buildings to ensure custodial adherence to procedures and standards of cleanliness and sanitation.
5. Provides training for facilities department staff to improve performance.
6. Reviews custodial and maintenance programs and performance periodically with building administrators and other supervisors.

C. SUPERVISION

1. Along with the Human Resources Director and Principals recruits, screens, and recommends employment of all maintenance and custodial personnel.
2. Directs and supervises in-service training programs for maintenance and custodial personnel.
3. Directs, supervises, and evaluates the work of maintenance and custodial personnel. As part of personnel evaluation, solicits information from principals and other administrators on maintenance and custodial employees.

D. GENERAL ADMINISTRATION

1. Estimates budgetary needs for operation, maintenance, and capital outlay necessary for each school and facility for submission to the Superintendent of Schools.
2. Collaborates with the Director of Finance and follows procedures when purchasing supplies and equipment for school facilities and grounds:
 - a. Prepares suitable specifications and standards for supplies and equipment;
 - b. Prepares bid specifications;
 - c. Estimates material or equipment prices;
 - d. Analyzes bids and prices;
 - e. Schedules purchases and deliveries;
 - f. Stores and inventories supplies and other materials;
3. Regular attendance is an essential duty of this job.

SUPERVISORY RESPONSIBILITIES:

Is responsible for the overall direction, coordination, and evaluations of maintenance and facilities projects. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibility for overall related training, managing safety, and communicating with the Principals and Human Resources to resolve employment concerns in a timely manner.

EDUCATION and/or EXPERIENCE:

- Bachelor's degree in mechanical engineering, industrial or facilities management, architecture, or a closely related field.
- At least (5) five years of experience in plant and facility management and maintenance oversight with demonstrated experience in responsibility for building, plant, and equipment maintenance, building construction practices, project management, custodial/janitorial supervision.
- Working knowledge of various building trades (HVAC & Controls Systems, Security Systems, Plumbing, Mechanical, Carpentry and Construction, and Electrical Systems).
- Demonstrated experience in scheduling and coordinating capital projects and understanding written specifications and blueprints, including working knowledge of building codes.
- Excellent communication, human relations, technology, supervisory, and management skills; and a valid Connecticut Driver's License.

OTHER REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from staff, community, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to administration, Board of Education and the community.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS and ABILITIES:

Ability to establish and maintain effective working relationship with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

SELF REFLECTION: A willingness and ability to reflect on one's own role within the District.

LEARNING MINDSET: Being open-minded, willing to improve, and eager to understand others' perspectives.

ALLYSHIP: Actively supporting the rights and inclusion of all members of the District.

CULTURAL AWARENESS: An understanding of diverse social and cultural norms and the ability to engage respectfully with people from various backgrounds.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to walk and stand; reach with hands and arms; and talk or hear. The employee occasionally drives while performing the duties of this job. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is regularly required to meet deadlines with severe time constraints and interact with the public and staff in addition to meeting multiple demands from several people. The employee is frequently required to work irregular or extended work hours. The employee is occasionally required to work outdoors. The employee is continuously responsible for the safety, well being, or work output of other people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this position varies. When visiting a building the noise level will be loud, in the office, quiet, and at meetings moderate.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.