



GRIFFIN REGIONAL EDUCATIONAL SERVICE AGENCY

Serving South Metro County School Systems since 1966
BUTTS - FAYETTE - HENRY - LAMAR - NEWTON - PIKE - SPALDING - UPSON
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JOB ANNOUNCEMENT **Pike County Schools**

School System: Pike County Public Schools

Vacancy Announcement: Director of Facilities

Timeline: Posted Until Filled

Compensation Range: \$75,000-85,000 depending on qualifications and experience

Workday: Monday thru Friday 7:30am-4:30pm

Work Year: 240 Days

Named in Education Week as one of the top 100 school districts to watch and additionally highlighted in both Redefining Student Success and Building Clarity on Reinvention, the Pike County School District offers an innovative culture where creative problem solvers are reimagining the public-school experience. Set in an idyllic small town just 45 minutes south of Atlanta, Pike County blends the values of local relationships and accountability with an innovation mindset to become one of the nation's foremost thought leaders in future-focused education.

This deductive, patient, and meticulous problem-solver will inherit a recently completed facilities improvement projects totaling 5.5 million, including new roofs and HVAC systems. The next five years will see the School District embark on another facilities improvement initiative with investments over 5 million dollars.

Directs and supervises campus maintenance, construction, remodeling, and security in a manner that will protect the public's investment and support the Board of Education's operational objectives, including all buildings, grounds, utilities, mechanical and electrical systems, parking, roadways, equipment, and vehicles.

Required Minimum Education, Training, and Licensing:

Bachelor's Degree in Engineering, Construction, Facility Management, and/or related field; OR equivalent work experience; AND Supervisory Experience (Required).

Five years' experience related to the management of facilities or comparable experience with the operation of heating, cooling and ventilation systems, electrical, plumbing, and other aspects of facilities maintenance (Preferred).

1 to 5 years of successful Facilities and Management experience in a school environment.

A valid Georgia driver's license (Required).

Qualifications:

Knowledge of systems design and implementation in a Facilities and Maintenance environment.

Working knowledge of record keeping, reporting, budgeting, and inventory methodologies.

maintains current knowledge in the field of facilities, management, maintenance, and security.

Reports to: Deputy Superintendent

Functions & Tasks:

Program Coordination and Supervision:

Manages and supervises department staff including, but not limited to, technicians, grounds workers, clerical staff, and service vendors.

Represents the Board of Education and/or the department on committees and professional organization membership(s), and performs related duties as assigned.

Conducts research, analyzes data, and makes recommendations regarding administrative, organizational, and operational problems.

Develops and implements the Five-year Facilities Plan.

Develops and monitors a comprehensive maintenance program for all mechanical systems.

Assesses and monitors facility repairs to ensure cost effectiveness; establishes criteria for repair versus replacement of facilities.

Develops and implements the department's strategic plan in accordance with Board of Education overall strategic plans.

Maintains appropriate inventory levels of consumable products, tools, and hardware.

Ensures all GADOE (Georgia Department of Education) reports are completed accurately and in a timely manner.

Organizes and supervises training programs on new and revised systems, procedures, and applications; responds to user needs.

Writes, disseminates, and evaluates bids, quotes, and RFPS.

Monitors contractual obligations and compliance of all product and service providers.

Emergency and School Safety:

Follows all safety precautions, to include the Board of Education Administrative Rules and Board Policies.

Ensures compliance with applicable building and safety codes, hazardous waste disposal, OSHA, and hazardous materials.

Establishes, implements, and updates facility and security-related policies and procedures.

Responsible for the maintenance and operation of the campus fire alarm systems and fire protection systems.

Monitors campus emergencies, including equipment breakdowns, malfunctions, and alarm calls.

Responsible for maintaining and updating a comprehensive safety process for emergency opening and closing.

Budgeting:

Plans and prepares the annual budget by analyzing expenditure trends and maintenance goals.

Creates and maintains annual maintenance budgets.

Reviews and approves all Facilities and Maintenance purchases to assure compatibility.

Creates, implements, and maintains departmental repair and capital improvement budgets.

Ensures compliance with budgetary constraints.

Determines boundaries and priorities of new projects.

Reviews system capacity and equipment acquisitions.

Estimates, requests, and purchases materials and equipment and estimates labor costs.

Ensures buildings and grounds are aesthetically pleasing.

Collaborates with stakeholders in a professional manner.

Decision-Making and Problem-Solving:

Researches and recommends system development priorities.

Resolves procedural problems and assists with formulating departmental policy and procedures and recommends new or revised standards, procedures, and policies.

Participates in forecasting trends and long-term planning for the department.

Utilizes creative approaches and deductive problem-solving; plans, organizes, schedules, and supervises Facilities and Maintenance support staff in the repair, maintenance, and installation of systems.