

# Chief of Facilities

## Position Details

Job Code: U7395

Reference Code: A072

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 50 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

---

## Position Summary

This position will be responsible for providing comprehensive leadership for the Facilities Services Unit (FSU). The individual selected for this position will be directly responsible to the Superintendent of Schools.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Responds to internal and external customers in a timely, accurate, courteous, and empathic manner representing the FSU of the Clark County School District in a positive light.
2. Provides leadership and direction to the FSU.
3. Develops and oversees programs for quality assurance, process improvement, regulatory compliance, and productivity enhancement.
4. Directs, coordinates, and reviews the unit's districtwide programs in the area of facilities planning and design, school utilization, real estate management, facilities construction, buildings and grounds, and includes the oversight of custodial services.
5. Oversees the establishment and updating of engineering assessments for all existing schools to assess and prioritize renovations and repairs.

6. Oversees the establishment and updating of the facilities strategic plan and districtwide strategic plan.
  7. Establishes an efficient internal organization of technical experts to oversee contracted service providers.
  8. Maintains a high-level of customer service.
  9. Evaluates capitol business plans and investments to improve the operating efficiencies of the District.
  10. Identifies opportunities to eliminate, modify, or enhance services and capabilities within a changing economic environment while maintaining high productivity and customer service.
  11. Represents the District while interfacing with municipalities and governmental agencies.
  12. Promotes and provides for staff professional learning opportunities.
  13. Supervises staff activities to support the Bond Oversight Committee.
  14. Develops, recommends, interprets, and evaluates facilities policies, regulations, procedures, and standards.
  15. Supervises and evaluates the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
  16. Provides pertinent information, reports progress, needs, and recommends actions concerning the FSU to the Deputy Superintendent.
  17. Provides facilities information for the Clark County School District Board of Trustees, central office staff, field staff, parents/guardians, and the community; supports school staffs in their relations with these same groups.
  18. Coordinates the activities of the unit with other units, schools, and outside agencies, as necessary.
  19. Initiates recommendations for staffing needs; provides for the selection, orientation, training, professional learning, and maximum utilization of assigned staff.
  20. Monitors the administration of a capital funds budget; plans and administers an operating budget for the unit.
  21. Administers demographic research, school planning, land acquisition, school construction, and contract development.
  22. Administers building, equipment, telecommunications, and grounds maintenance, physical plant operation, and supplies and equipment provision.
  23. Perform other duties related to the position, as assigned by the Superintendent.
-

## Position Expectations

1. Ability to assimilate large amounts of information into clear reports and presentations.
  2. Ability to assess the needs of a broad range of constituencies and incorporate necessary elements into an operational plan.
  3. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative, and project management skills including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
  4. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
  5. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
  6. An understanding of the change process and its relationship to current trends in large urban school districts.
  7. Ability in planning, scheduling, and allocating resources, reaching logical conclusions and making high-quality decisions using appropriate decision-making processes, and accepting responsibility for actions and consequences.
  8. Effectiveness in using computer technologies to enhance professional development opportunities and to manage departmental functions.
  9. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the school District.
  10. Ability to continue one's own lifelong learning, to develop talent and leadership skills in others, to provide critical feedback, and to receive critical feedback in order to maintain high standards for one's self.
  11. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
  12. Ability and desire to establish positive relationships with persons regardless of age, race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law, with an active commitment to provide equal opportunity for all.
  13. Ability to represent the school District in the community through business partnerships and activities.
-

# Position Requirements

## Education and Training

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

## Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

## Experience

1. Ten (10) years of successful demonstrated experience supervising large projects.
2. Knowledge of and experience with design, construction, supervision, and management of large construction projects.
3. Knowledge of and experience with maintenance rehabilitation, modernization, and operations of large facilities.
4. Demonstrated knowledge of and experience with goal-setting and performance assessment in a large organization.
5. Demonstrate knowledge of and experience with fiscal management, cost controls, accounting procedures, budget development, and supervision.

## Preferred Qualifications

1. Bachelor's degree from an accredited college or university in a related field.
2. Engineering and/or building construction training and licensing.
3. Municipal planning experience.
4. Experience in public sector facility construction, operations and rehabilitation.

**When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.**

## AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive

innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 04/07/22
- Created: 04/09/19