

Director IV – Facilities Management

Position Details

Job Code: U7103

Reference Code: A074

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions as the responsible administrator of Facilities Management of the Facilities Services Unit of the Clark County School District (CCSD) and is responsible for the maintenance and cleanliness of CCSD buildings and grounds in compliance with state and federal regulations, guidelines, and requirements. The position is directly responsible to the Assistant Superintendent, Facilities, Facilities Services Unit.

Essential Duties and Responsibilities

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

1. Administers building, equipment, and grounds maintenance; physical plant operation; and supplies and equipment provisions.
2. Initiates recommendations for staffing needs; provides for selection, orientation, training, professional learning, and maximum utilization of assigned staff.
3. Supervises and evaluates the performance of assigned staff.
4. Develops, recommends, interprets, and evaluates policies, regulations, procedures, and standards, as required.

5. Conducts facility assessments with in-house technicians and contract service vendors and makes recommendations for maintenance work, renovations, modernizations, and replacements of plant and equipment.
6. Recommends project accomplishment by either contract or in-house maintenance personnel.
7. Provides engineering services for project development and portable building installation, set-up, removal, and relocations.
8. Conducts and maintains project control of maintenance projects.
9. Plans and administers the capital funds and operating budgets for the department.
10. Ensures CCSD maintenance and building renovation compliance with State of Nevada building codes, Uniform Building Codes (UBC), and International Building Codes (IBC), adopted by the State Public Works Board, Nevada State Fire Marshal, Nevada Department of Health and Human Services (DHHS), Southern Nevada Health District (SNHD), Nevada Revised Statutes (NRS), and Americans with Disabilities Act (ADA).
11. Enforces CCSD compliance with Environmental Protection Agency (EPA) Code of Federal Regulations, the Asbestos Hazard Emergency Response Act (AHERA) of 1986 for managing asbestos materials in all schools and CCSD facilities, Clean Air Act, Lead and Copper in Water, Underground Petroleum Storage Tanks, Occupational Safety and Health Administration (OSHA) compliance, including Hazard Communication "Employee Right To Know", management of hazardous materials and waste under Resource Conservation and Recovery Act (RCRA), and Superfund Amendments and Reauthorization Act (SARA) Title III, Emergency Planning and Community Right to Know Act (EPCRA).
12. Manages division projects that span several departments that are not proprietary to any specific division department.
13. Develops and coordinates production and management of program and project status reports for internal and public use.
14. Reviews occupational health and environmental concerns from schools, employees, parents/guardians, and the public and coordinates examinations, as appropriate.
15. Conducts investigations and prepares division reports of alleged facility ADA violations and submits for approval through the Office of the General Counsel to the Superintendent and the Clark County School District Board of Trustees for submission to the Federal Office of Education for Civil Rights (OCR).
16. Investigates and resolves complaints regarding operations issues.
17. Supervises and evaluates assigned staff in accordance with CCSD procedures.

18. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of building design, construction, maintenance and materials.
 2. Ability to communicate clearly both verbally and in writing.
 3. Ability to coordinate communications and information between CCSD personnel and outside agencies.
 4. Ability to analyze situations accurately and recommend a course of action.
 5. Ability to attend a variety of meetings and seminars.
 6. Ability to coordinate and direct response to safety concerns and complaints.
 7. Ability to interpret, apply and explain rules, regulations, policies, and procedures.
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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. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Ten (10) years of successful experience in building maintenance and/or construction.
3. Successful performance in the position held at the time of application.

Preferred Qualifications

1. An earned master's degree from an accredited college or university in a related field.
2. Advanced skills in project management related to building construction, renovation or maintenance.
3. Working knowledge of Nevada Revised Statutes (NRS), Nevada Administrative Codes (NAC), building codes, and state and local ordinances, standards, and regulations related to public works projects.

4. Completion of advanced courses or training in management.

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, 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: 01/08/24
- Created: 01/20/16