

# Director III, Facilities Management Services

## Position Details

Reference Code: A076

Division: Facilities Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 44 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to provide support mentorship and leadership to all areas of the Facilities Management Services involving maintenance, landscaping & grounds, and operations (custodial & floor care) personnel. This position is directly responsible to the Director IV, Facilities Management Department, Facilities Services Unit.

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## Essential Duties and Responsibilities

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

1. Supports and directs the activities of the Facilities Management Services.
2. Develops, recommends, and interprets the unit policies, regulations, standards, procedures, long-range goals, and researches effort to improve productivity.
3. Selects staff, plans, and implements training programs and evaluates work performance, safety, and professional learning.
4. Responsible for the maintenance and repair of Clark County School District buildings and leased facilities.
5. Responsible for the maintenance and repair of District buildings and leased facilities.
6. Ensure timely completion of grounds maintenance activities.

7. Plan, coordinate, and supervise custodial activities in the District.
  8. Develop time studies and schedules for custodial services for new facilities.
  9. Ensure proper daily coverage for absences and the assignment of Operations Department crew and substitutes.
  10. Develop cleaning standards for District facilities.
  11. Write specifications for custodial supplies and equipment.
  12. Provides input to the Capital Master Plan.
  13. Initiates research studies of costs and manpower utilization; implements new or revised procedures to improve productivity, scheduling, communications, and cost reductions.
  14. Develops procedures to improve work quality, increase production, and reduce costs.
  15. Ensures resources are applied so as to ensure safety of the students and staff for security and for preservation of the physical plant.
  16. Supports energy management programs in conjunction with other divisions and the energy manager.
  17. Approves work schedule and allocation and utilization of unit staff.
  18. Performs maintainability reviews of plans and specifications for new construction and for renovation of existing facilities.
  19. Participates in reclassification actions involving assigned personnel.
  20. Works with all levels of District management.
  21. Ensures response to emergency and priority work requirements.
  22. Plans and oversees the technical aspects of department activities.
  23. Makes resource allocation decisions.
  24. Prepares and administer budgets.
  25. Manages the department's vehicle fleet.
  26. Provides testimony to state legislative and senate committees on matters involving maintenance and upkeep of the District's facilities.
  27. Investigates and resolves complaints regarding operational problems.
  28. Responsible for the oversight of safety, Northern Occupational Safety and Health Association (NOSHA), and work practices of the department.
  29. Serves as the Facilities Management Representative in the Facilities Services Unit of the District Emergency Operations Center, when activated.
  30. Takes required personnel actions on evaluations, administrative matters, disciplinary concerns, and recommendations.
  31. Performs other duties related to the position, as assigned.
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## Position Expectations

1. Ability to communicate effectively both verbally and in writing.
  2. Demonstrated ability for teamwork in a customer driven environment.
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## Position Requirements

### Education and Training

An earned bachelor's degree from an accredited college or university in Business Administration, Facilities Management, Operations Management, Construction Management, or applicable field or currently serving as a professional-technical employee with the Clark County School District.

### Licenses and Certifications

None specified.

### Experience

1. Satisfactory service in a corresponding or related positions or five (5) years of successful experience in a highly responsible supervisory position of a large organization that included management of personnel, budget, vehicles, policies, regulations, and procedures.
2. Five (5) years of recent, successful leadership and management experience in an organization or unit responsible for technical, multi-craft maintenance, and modernization/rehab, or construction projects.
3. Five (5) years' experience with Blue print reading and five (5) years of understanding building codes and safety practices.
4. Completion of an apprenticeship in a specific trade or craft (i.e., plumber, electrician, carpenter, glazier, telecommunications, HVACR technician, etc.); plus five (5) years' experience in the same construction trade or craft; or five (5) years construction/project management experience in facility/construction, project planning and scheduling.

### Preferred Qualifications

1. An earned master's degree from an accredited college or university.
2. Completion of advanced course(s) in management.
3. Certification for Facility 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, 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: 02/13/23
- Created: 11/17/08