

Director III, Facility Optimization

Position Details

Job Code: U7102

Reference Code: A368

Division: Facilities Services

Classification: Professional-Technical

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

FLSA STATUS: EXEMPT

Position Summary

This position is responsible for directing work activities including equipment repair; general repair; mechanical, electrical, and plumbing (MEP) repair; irrigation control and repair; and heating, ventilation, air conditioning and refrigeration (HVACR) control and repair, with a focus on maintaining safe, resilient, and healthy facilities while ensuring the efficient use of utilities. This position is directly responsible to the Director IV, Sustainability, Energy, and Environmental Services, Facilities Services Unit (FSU).

Essential Duties and Responsibilities

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

1. May assume full responsibility for the department in the absence of the director.
2. Directs activities and communicates across all Clark County School District (CCSD) regions and facilities.
3. Directs equipment repair, general repair, MEP repair, irrigation control and repair, and HVACR control and repair in conjunction with CCSD leadership and FSU managers and directors, as determined by the Director.
4. Directly manages and/or supervises the design and implementation of building automation, HVACR, irrigation control, or other facility optimization projects.

5. Develops, recommends, and interprets the department's policies, regulations, standards, procedures, long-range goals, and researches efforts to improve productivity and efficiency.
6. Assists in selection of staff, planning, work management, implementation of training programs, and evaluation of work performance, safety, and professional growth.
7. Assists in the preparation of the department's budget; develops and submits scheduled and periodic reports on performance, cost, and staffing of the department; and implements new or revised procedures to improve productivity, scheduling, communication, and cost reductions.
8. Acts as management co-lead by striving for continuous improvement of the department, participating in audits, and scheduling training of all staff in concept, procedures, and processes.
9. Works with the entire FSU staff and administrative staff outside the unit to clarify requests for work and determine/recommend methods of accomplishment.
10. Works with all levels of CCSD management and leadership up to and including Region Superintendents and the Superintendent.
11. Works with outside agencies, to include Southern Nevada Health District (SNHD), NV Energy, Las Vegas Valley Water District (LVVWD), Southwest Gas, Clark County Water Reclamation District, etc., to handle emergency events, participate in efficiency and rebate programs, as well as collaborate on grants and pilot projects.
12. Engages with CCSD's Construction Management department along with its selected architects and consulting engineers to recommend energy and water conservation measures to be implemented into building systems for new building construction, building additions, site-funded projects, and building modernizations.
13. May assume duties as an on-site response person for the CCSD with emergency response teams and assist with organizing FSU staff as necessary, to respond to emergencies.
14. Makes resource allocation decisions.
15. Manages the department's preventive maintenance program for systems including but not limited to HVACR, irrigation, renewable energy, backup generators, and building automation.
16. Schedules and ensures response to emergency and priority work orders.
17. Audits facilities on a frequent basis when they are unoccupied/occupied to identify energy and water waste.
18. Responsible for the department's purchases and supply support system.
19. Assumes the role of public relations as various situations require it.

20. Assists with the oversight of safety Northern Occupational Safety and Health Association (NOSHA) along with work practices of the department.
 21. Responds to customers regarding emergency and non-emergency situations.
 22. Takes required personnel actions on evaluations, administrative matters, disciplinary concerns, and recommendations.
 23. Manages the department's vehicle fleet.
 24. Prepares correspondence on technical and non-technical subjects.
 25. Reviews and takes action on incoming correspondence.
 26. Attends meetings inside and outside of the department.
 27. Consults with subordinates/supervisors on a variety of subjects, both technical and administrative.
 28. Manages employee discipline in accordance with the appropriate negotiated agreement.
 29. Performs other duties related to the position, as assigned.
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Position Expectations

None specified.

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 or state-issued identification card.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in an organization or unit responsible for technical, maintenance, modernization/rehab, or construction projects.

Preferred Qualifications

1. Five (5) years of recent successful leadership and management experience in an organization or unit responsible for technical, multi-craft maintenance.
2. Completion of advanced course(s) in management.

3. Five (5) years of experience in application development and support services in a functional role related to automated management systems.

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: 02/10/23
- Created: 11/19/08