

Assistant Superintendent, Facilities

Position Details

Job Code: U7370

Reference Code: A987

Division/Unit: Facilities Services

Classification: Professional-Technical

Terms of Employment: At-Will, Equivalent to [Step 47 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to serve as the responsible administrator for providing comprehensive leadership for the Facilities Services Unit (FSU) with emphasis on maintaining efficient, safe, and healthy facilities. The individual selected for this position will be directly responsible to the Deputy of Operations.

Essential Duties and Responsibilities

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

1. Provides leadership and direction to the FSU.
2. Directs, coordinates, and reviews the FSU's districtwide programs in the areas of facilities management, utilities management, maintenance of buildings and grounds, environmental services, and includes the oversight of central custodial services.
3. Engages with the Bond Oversight Committee; answers inquiries; provides reports; shares concerns and issues raised with the Deputy of Operations, Superintendent, and Clark County School District Board of Trustees.

4. Responsible for setting and monitoring the operating budget of the FSU to ensure maximum value is delivered without exceeding available funds.
5. Responds to internal and external customers in a timely, accurate, courteous, and empathic manner representing the FSU and the District in a positive light.
6. Develops and oversees programs for quality assurance, process improvement, regulatory compliance, and productivity enhancement.
7. Oversees the establishment and updating of the facilities strategic plan and districtwide strategic plan.
8. Develops, recommends, interprets, and evaluates FSU goals, objectives, and standards; recommends and implements resulting policies, regulations, and procedures.
9. Directs an efficient internal organization of experts to oversee contracted service provides.
10. Oversees the development of resource conservation initiatives, work plans for preventative maintenance of building systems, and environmental health and safety programs to reach the goals, objectives, and action items set by the District to ensure healthy, reliable, and efficient school buildings for every student.
11. Oversees programs designed to investigate, remediate, abate, monitor, and resolve districtwide issues and complaints within the District or as referred by external regulatory agencies.
12. Oversees hazardous waste monitoring and disposal compliance programs.
13. Maintains a culture focused on delivering exceptional customer service.
14. Identifies opportunities to eliminate, modify, or enhance services and capabilities within a changing economic environment while maintaining high productivity
15. Promotes and provides for staff professional learning opportunities.
16. Ensures clear communication of the activities of the FSU with other units, schools, and outside agencies, as necessary.
17. Analyzes project scopes, plans, and budgets of projects to ensure that they are adequately funded and funding sources are maximized.
18. Provides pertinent information, reports progress and needs, and recommends actions concerning the FSU to the Deputy of Operations.
19. Provides facilities information for the Clark County School District Board of Trustees, central office staff, field staff, parents/guardians, and the community; supports schools in their relations with these same groups.
20. Represents the District in meetings with local public agencies, business organizations, community groups, etc.
21. Initiates recommendations for staffing needs; provides for the selection, orientation, training, development, and maximum utilization of assigned staff.

22. Stays abreast of Facilities Management best practices, new technologies, market dynamics, and trends.
 23. Supervises and evaluates the performance of assigned staff in accordance with preplanned and mutually understood performance goals.
 24. Performs other duties related to the position, as assigned.
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Position Expectations

1. Ability to assimilate large amounts of information into clear reports and presentations.
2. Ability to 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.
3. 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.
4. Possesses a sense of vision and projects that sense, involves others in accomplishing goals and solving problems, and interacts with diverse employee groups successfully.
5. An understanding of the change process and its relationship to current trends in large urban school districts.
6. 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.
7. Effectiveness in using computer technologies to enhance professional development opportunities and to manage departmental functions.
8. Ability to exercise good judgment, insight, self-awareness, integrity, and cultural responsiveness when interacting with diverse employee groups, patrons, and partners of the District.
9. 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.
10. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
11. Ability and desire to establish positive relationships with persons regardless of race, gender, physical limitation, sexual orientation, or religious belief, with an active commitment to provide equal opportunity for all.

12. Ability to represent the school district in the community through business partnerships and activities.
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Position Requirements

Education and Training

None specified.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. A minimum of five (5) years successful demonstrated experience in facilities management, including supervising large maintenance teams, managing operating budgets, and project prioritization.
2. Knowledge of and experience with maintenance rehabilitation, modernization, and operating systems of large commercial facilities.
3. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
4. Demonstrated knowledge of goal-setting and performance assessment in a large organization.
5. Demonstrated knowledge of fiscal management, cost controls, accounting procedures, budget development, and supervision.

Preferred Qualifications

1. An earned bachelor's or master's degree from an accredited college or university.
2. Engineering and/or building construction training and licensing.
3. Municipal planning experience.
4. Experience in public sector facility construction, operations, and rehabilitation.
5. Knowledge of maintenance rehabilitation, modernization, and operations of large facilities.

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: 09/12/23
- Created: 08/03/23