

An Equal Opportunity / Affirmative Action Employer
Professional Employment Opportunity

Date of Posting: September 22, 2022

Position: Director of Facilities & Security

Reports To: Assistant Superintendent for Business

Role Definition:

- The work is performed under the general supervision of the Assistant Superintendent for Business with considerable leeway for the Director to use his/her independent judgment in planning and carrying out details of the work.
- Participates in and/or acts in a confidential capacity to the Superintendent of Schools and Assistant Superintendents.
- This position is responsible for the daily operation and coordination of the maintenance and cleaning of school district facilities and grounds in order to provide clean, safe, efficient, environmentally healthy and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning.
- The Director is an active and full participant in District planning, formulating policy and budget development and implementation decisions regarding plant operation, maintenance and security matters.
- The Director shall have responsibility for all major staffing and personnel decisions within the Facilities and Operations Department, including decisions regarding hiring and discipline, subject to the approval of the Superintendent and/or Board of Education as appropriate.
- Supervision is exercised over the work of custodial and maintenance personnel and outside contractors in the school system by inspection, observation and review of reports, and through the annual evaluation of all custodial and maintenance staff.
- Serve as the District's emergency control officer; reviewing and formulating policy, determining goals and objectives, and proposing methods for accomplishing those goals and objectives related to emergencies.
- Makes final decisions on the appointment, transfer, promotion and discipline of custodial and maintenance personnel, subject to the approval of the Superintendent and/or Board of Education.
- The Director is also responsible for evaluating and enforcing the district's security program on a continuing basis and recommending changes or drafting plans as necessary.
- Responsible for maintaining and updating, as needed, a comprehensive safety plan, emergency notification procedure and Best Practices relative to school safety and security.
- The Director will assist directly in preparing for and conducting collective negotiations and participate in the administration of collective bargaining agreements.
- Maintains effective communication with all District personnel and City, County and State law enforcement and public safety authorities.
- Responsible for the recruitment, training and evaluation of subordinate employees.
- Works with District's Assistant Superintendent for Human Resources in responding to employee grievances and the handling of other labor relations matters pertaining to custodial, maintenance and security personnel.
- Maintains highly confidential information exposed to in the course of business regarding students, employees and supervisors.
- Any other responsibilities as deemed necessary by the Superintendent of Schools.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma and one of the following:

- A. A Bachelor's or higher level degree in School Facilities Management, Engineering, Construction Management or Architecture and three years of experience in school facilities maintenance, general

- building construction, or building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees; or
- B. An Associate's or higher-level degree in School Facilities Management, Engineering, Engineering Technology and five years of experience in school facilities maintenance, general building construction or building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees; or
- C. Seven years of experience in school facilities maintenance, general building construction, building maintenance or repair work, or construction management, one year of which must have involved the supervision of employees.

Requirements:

- Knowledge of all phases of physical plant operation, maintenance and repair, planning, scheduling, management and administration of the plant; federal, state, and local regulation safety practices; record keeping and report writing experience;
- Technical knowledge and skills in working with air-conditioning and heating systems;
- Knowledge and experience with state and local safety, fire, construction, and public access regulations experience; an understanding of blueprints and building codes; experience developing cost estimates and budgets;
- Ability to communicate effectively utilizing interpersonal skills to maintain effective relationships with other department staff, faculty, students and the public;
- Ability to express oneself clearly and concisely in presenting ideas and concepts both in verbal and written form, including preparation of legible and accurate security reports;
- Skill in areas of budgeting and financial administration;
- General management and organizational skills necessary to administer large and diverse department;
- Flexibility and ability to cope with several tasks simultaneously are required;
- Computer literate in Windows environment, including Google suite;
- Must be physically and mentally fit to respond to emergency situations (i.e., may require strenuous lifting - up to 50 lbs., bending, climbing, walking; exposure to potentially hazardous chemical solutions; exposure to inclement weather);
- Ability to meet a flexible work schedule including evenings and weekends and available on-call 24/7 for emergencies by telephone and/or cell phone;
- Ability to exercise good judgment and discretion with respect to confidential matters.

Eligibility: Must be reachable on the current Director of Facilities List of Eligibles or have permanent status as a current or former Director of Facilities.

Effective Date: Immediately

Salary: Compensation commensurate with education and experience \$97,000 - \$115,000
Management Confidential position

Closing Date: October 2, 2022

Please submit a TCSD Non-Instructional application (available on our District [Website](#))
and/or resume, including salary requirements to:

Troy City School District
Human Resources
475 First Street Troy, NY 12180
or via email to: humanresources@troycsd.org

In accordance with SAVE Legislation, fingerprint supported background check is required for selected applicant.

The Troy City School District does not discriminate based on age, race, color, national origin, sex, disability or marital status in employment or any of the educational programs and activities that it offers or operates. We seek and encourage an ethnically and culturally diverse pool of candidates to seek employment with the District when job openings occur.