

VACANCY NOTICE

Title: Facility Operations Manager

Job Announcement #144708/09FY

Open: June 17, 2008

Close: June 27, 2008

General Information

Willamette ESD is accepting applications for a full-time (1.0 FTE) Facility Operations Manager to manage maintenance, custodial, grounds, couriers, and vehicle fleet.

Duties and Responsibilities

- Manage and supervise department staff including, but not limited to, maintenance staff, grounds workers, custodial staff, clerical staff, couriers and mail room personnel.
- Perform the duties of the Safety Officer for the agency.
- Oversee preventive maintenance, regulatory compliance, and custodial programs pertaining to district-owned facilities.
- Develop 1, 5, and 10 year maintenance/facility plans.
- Coordinate and monitor status of work orders; estimates, requests, purchased materials, equipment, and estimate labor costs.
- Create, implement, and maintain department budgets.
- Plan, develop and prioritize projects and weekly work plans.
- Plan work/staff schedules; evaluate and monitor projects with regard to progress and costs.
- Assist with maintaining an accurate inventory of district-owned equipment.
- Maintain current knowledge in the field of facilities management, building maintenance, grounds maintenance, and custodial services.
- Ensures compliance with applicable building and safety codes, hazardous waste disposal, OSHA, etc.
- Monitor building emergencies, including equipment breakdowns, malfunctions and alarm calls.
- Perform evaluations, hire employees, and carry out disciplinary action upon consultation with Director of Facility Services.

Qualifications

- Minimum of five (5) years of successful supervisory experience in building maintenance and custodial services preferably in K-12 Facility Management.
- Knowledge of all phases of physical plant operation, maintenance and repair, planning, scheduling, management and administration federal, state, and local regulation safety practices; record keeping and report writing experience.
- Knowledge and experience with state and local safety, fire, construction, and public access regulations; an understanding of blueprints and building codes; experience developing cost estimates and budgets.

Qualifications continued

- Ability to prepare clear, concise, accurate and complete reports
- Management and organizational skills necessary to administer the facilities department.
- Familiar with standard personnel procedures within a public work environment.
- Knowledgeable in the areas of budgeting and financial administration.
- Familiar with public purchase and regulatory laws.
- Proficient in the use of computer applications including MS Excel, MS Word, MS Project, and MS Access.
- Nation-wide criminal history check and fingerprinting at employee's expense is **required**.

Salary and Benefits

1. This is a 240-day position.
2. Placement on the Willamette ESD administrative salary schedule, \$68,492 – \$72,795, will commensurate with applicant's qualifications, relevant training and experience.
3. Willamette ESD will support payment for health, dental & vision insurance premiums for qualified employees. Employer-paid PERS is provided to qualified employees.

Application Process

1. Applications are available at the Willamette ESD, 2611 Pringle Rd SE, Salem, OR 97302, (503) 588-5330, or online at www.wesd.org.
2. Applicants **must** submit a completed Willamette ESD application with original signatures, a resume, two letters of reference, and a letter of introduction. Copies of transcripts and license(s) must be submitted for all licensed positions or as required. Successful applicants are required to provide official transcripts and original license(s) before completion of the hiring process.
3. Completed applications must be returned to the Human Resources Department, 2611 Pringle Rd SE, Salem, OR 97302, by 5 p.m. on the closing date listed on the vacancy notice.
4. **Applications will not be sent or received by fax.**
5. **Applications will not be received via e-mail.**

Reasonable accommodations for the application and interview process will be provided upon request and as required in accordance with the Americans with Disabilities Act of 1990. Individuals with disabilities may contact Deputy Superintendent at 503-588-5330 for additional information or assistance. Speech/Hearing impaired persons may contact the ESD for assistance through the Oregon Telecommunication Relay Service at 1-800-735-2900 or 711.

The Willamette Education Service District is an Equal Opportunity/Affirmative Action employer. Women, minorities and individuals with disabilities are encouraged to apply.