

## AREA BUILDING MANAGER

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Exempt*

Performs difficult technical work in planning, managing, coordinating, and inspecting construction, maintenance, operational, and custodial activities; does related work as required. Work is performed under general supervision. Supervision may be exercised over subordinate personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Coordinating and overseeing construction, maintenance, repair of buildings, facilities and grounds; regulatory compliance and overseeing daily operations of facilities.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- In collaboration with the director of facilities and construction, develops and implements short and long term construction and maintenance plans
- Plans and directs construction and maintenance activities; prepares and maintains records and files; maintains financial records; establishes construction and maintenance schedules.
- Conducts routine inspections and assessments of school facilities and associated plant systems.
- Oversees and coordinates maintenance support and preventative maintenance functions
- Oversees administration of the Unified Services Agreement with Fauquier County Government General Services department and ensures performance standards are met.
- Provides oversight, coordination and management of regulatory compliance inspection programs (i.e., annual fire marshal inspections, sprinkler inspections, safety audits).
- Manages construction, renovations, and systems replacement projects for existing school facilities from conception and plan review to final payment and warranty repairs.
- Surveys facilities for energy efficiency, and coordinates implementation of improvements with facilities director, maintenance staff, school administrators, custodians, utility companies and other stakeholders.
- Communicates and coordinates projects/activities with facilities and construction director, administration, contractors, school board members and regulatory agencies.
- Acts as liaison with school administration on all facilities related issues and determines appropriate action necessary to ensure a continuously operated and fully compliant instructional environment.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of local, state, and federal building codes and other construction and facilities related regulations. Knowledge of facility design and construction plans, specifications, and other documents. Knowledge of building construction, site work, structures, components, finishes, equipment, asbestos remediation, roof replacement, and mechanical, electrical, and plumbing systems and their operation. Knowledge of the methods and equipment used for building operations and preventive maintenance programs, including computerized maintenance management systems. Knowledge of equipment maintenance, building automation systems, and low voltage life safety and communications systems. Ability to communicate effectively both orally and in writing with all levels of administration and school board members.; ability to establish and maintain effective working relationship with associates, public officials, professional service providers, and the general public..

### **EDUCATION AND EXPERIENCE:**

A vocational/technical degree and/or equivalent combination of experience and/or training in the phases of construction management, project management, building/construction inspection and review of plans and technical specifications. Prefer three (3) to five (5) experience with public school facilities, comprehensive maintenance planning, capital improvements and project management scheduling software. Demonstrated proficiency with Microsoft Office products including Word, Excel and PowerPoint.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects.; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or

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equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may work in the proximity of operating machinery and is subject to inside and outside environmental conditions, hazards, atmospheric conditions, and oils.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.