



# Manager III, Facilities & Maintenance

**Reports to:** Director

**Structure/Grade:** Unified 130

**Division:** Operations

**Workdays:** 246 Days

## Position Summary

Direct and provide guidance to a department containing one or more functional team(s). Develop departmental short-term and long-term goals, aligned with the organization's strategic direction and cultural approach, making decisions that impact organizational success over the mid to long term.

## Essential Job Duties

- Directs daily administrative operations in support of the Chief Operations Officer and Facilities (Plant Services) departments, including capital construction, maintenance, and planning functions.
- Manages the processing of requests to the Board of Education, ensuring accuracy and compliance.
- Ensures the proper completion and maintenance of forms, records, and reports in alignment with district policies.
- Develops and implements the annual budget and long-term strategic plans (3 to 5-year horizon) to support operational goals.
- Monitors and manages the non-capital operations budget, overseeing both personnel and non-personnel expenditures, and directs staffing efforts to ensure efficient resource allocation.
- Leads and documents cost-reduction and cost-saving initiatives across the division to enhance operational efficiency.
- Oversees real asset management, including maintaining property inventories aligned with district objectives, and manages contracts for cell phone towers and facility rental/lease agreements.
- Manages procurement processes, preparing contract specifications, conducting bid solicitations, monitoring vendor performance, and supporting capital construction projects as needed.
- Supervises daily maintenance operations for the Operations Center, Central Office (Administrative Instruction Center), print shop, and custodial staff.
- Oversees the district warehouse, supporting the operational needs of 155 buildings, serving over 95,000 students across the district.
- Provides communication and customer service support, resolving complaints, responding to assistance requests, handling Freedom of Information Act (FOIA) requests, maintaining the division's web page, and ensuring media coverage across various platforms.
- Maintains internal controls to ensure accountability and performance in line with district goals and standards, and prepares annual reports to reflect achievements and progress.
- Drives continuous improvement initiatives using key metrics and performance indicators to ensure operational excellence.
- Serves as a 24/7 emergency contact for the entire school district, coordinating responses to critical situations. Perform additional duties as assigned.



## Qualifications

- A Bachelor's degree in business/public administration or a closely related area from a Professional Standards Commission-approved accredited college or university is required.
- A Master's degree in business/public administration or a closely related area from a Professional Standards Commission-approved accredited college or university is preferred.
- Minimum three (3) years of supervisory-level work experience in contract management, facilities management, real asset/real estate management, or closely related experience is required.
- Extensive work experience (5+ years) in K-12 school management may be considered.
- General knowledge of K-12 school operations preferred.

## Knowledge, Skills, and Abilities

- Knowledge of leadership principles and change management strategies
- Knowledge of budget management and fiscal management practices
- Working knowledge of the functional area goals
- Ability to provide technical expertise to the department
- Ability to use knowledge of the organization to develop innovative solutions to improve results or solve a problem
- Ability to interact with management in matters of significance, providing thought and pushback on ideas
- Ability to build partnerships, appropriately influence, foster talent, and coach others
- Ability to plan, coordinate, and manage the work of others
- Effective oral, written, and interpersonal communication skills
- Ability to provide input on mid- to short-term strategy plans of a department

## Physical Demands and Work Environment

- Constantly required to exchange accurate information.
- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

Reviewed/Revised: 10/11/2024