



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Manager II, Administrative Building Maintenance & Support
JOB CODE: SS-083
CLASSIFICATION: Exempt
SALARY BAND: ~~B~~ A2
BARGAINING UNIT: ESMAB
REPORTS TO: Chief of Staff
CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~To oversee Official School Board Records, the coordination of Superintendent travel and visitations within the District and the custodial services, maintenance, grounds, deliveries, mailrooms, security, parking, budget, bookkeeping contractors, etc. of all locations designated as administrative sites.~~ Oversee and support the efficient operation and maintenance of the Katherine C. Wright (KCW) building, Office of School Performance and Accountability (OSPA) Administrative building, and the Old Dillard Museum. Supervisory responsibilities include custodial services, facilities and grounds maintenance, mailroom and warehouse services.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

The Manager II, Administrative Building Maintenance & Support shall carry out the performance responsibilities listed below.

Official School Board Records

- ~~oversee the preparation and distribution of all materials associated with the conduct of all School Board meetings and workshops; attend all meetings to provide administrative support~~
- ~~oversee the preparation and all facilities related activities for School Board meetings, workshops, offsite Board meetings, Town Hall, retreats, and Boundary Hearings, including security, furniture setup and coordination of technology equipment with appropriate departments/individuals.~~
- ~~oversee the development and maintenance of systems to track all follow up action items resulting from School Board meetings.~~

Superintendent Support

- ~~arrange and coordinate all logistics associated with Superintendent events and visitations throughout the District; attend all meetings to provide administrative support.~~
- ~~coordinate all security measures associated with dignitary visits and meetings with the Superintendent.~~

Administrative Support

- ~~Supervise staff as assigned in the performance of job duties; supervise and prepare work schedules for employees assigned to the various administrative sites; select necessary personnel and maintain appropriate records relative to personnel; responsible for answering first step grievances.~~
- Arrange and coordinate logistical support and administrative assistance for the office of the School Board, as needed.
- Attend School Board meetings, Workshops and related events to provide administrative support and assistance, as needed.
- Ensure a safe and comfortable work environment through oversight of the custodial and building maintenance services for locations, including the KCW building, the OSPA Administrative Building and the Old Dillard Museum.
- Coordinate the assessment and resolution of all building operations and maintenance issues for assigned locations.
- Recommend and implement improvements for preventive maintenance programs on an on-going basis and maintain effective building-specific custodial, maintenance and safety procedures.
- Assist the Chief, Special Investigative Unit with planning and conducting routine safety drills for assigned locations.
- Supervise the administration of custodial, maintenance repair and service contracts.
- Perform routine inspection of building infrastructure, mechanical equipment and life safety systems to identify deficiencies and generate corrective action plans.

- ~~maintain~~ Supervise the maintenance and repair of the air-conditioning systems, both the complex computer controlled systems and chilled water systems, at the various for assigned locations.
- ~~Supervise the inspection and resolution of resolve~~ electrical problems at all administrative sites and resolve any issues which may arise with regard to for assigned locations, including electrical outages/shortages; maintain generators and ensure that all electrical equipment is inspected; maintain service agreements.
- ~~oversee~~ Provide oversight for custodial services performed by in-house Broward County Public Schools staff and outside contractors staff; act as contract administrator for contracted services; address and resolve troubleshoot custodial issues communicated by Board Members, Superintendent, and other senior leadership identified by staff and visitors.
- ~~Oversee the maintain~~ maintenance and upkeep of the fire alarm system for assigned locations and ensure assure appropriate that staffs at all location are is trained in on fire evacuation procedures, including procedures for evacuating the evacuation of disabled people persons.
- Collaborate in the development and monitoring of the department's budget, expenditures, and inventories as related to the position responsibilities.
- Respond to all emergency situations in a timely manner, including fire, evacuation, equipment failure, etc.
- ~~work~~ Work with security to determine the develop and implement procedures for after-hours use of the access to buildings, and maintain
- Maintain accurate and secure records of visitors use, including the date, time and signatures of personnel entering and exiting the building.
- ~~Oversee the maintenance of maintain~~ parking facilities at KCW, including the inside structure and outside lot; responsible for contract administration and bidding of contract.
- Manage the incoming and outgoing of warehouse materials and supplies for District departments and sites. Coordinate the pick-up and delivery of materials as needed. Prioritize requests for time sensitive deliveries.
- ~~develop~~ Develop and implement maintain logs and/or databases to keep track of all items that are delivered or and stored items.
- Supervise the collection and distribution of mail for assigned locations via the internal pony, the US Postal Service, and other mail carrier service providers.
- ~~oversee~~ Oversee the preparation and of all facilities-related activities for School Board meetings, workshops, offsite Board meetings, Town Hall, retreats, and Boundary Hearings, including coordinating security, furniture setup and technology equipment with appropriate departments and individuals.
- ~~prepare budget; order material and supplies; meet with vendors to address furniture needs.~~
- ~~assist State Attorney and/or other law enforcement entities when directed by the Superintendent.~~
- Work with Broward County Supervisor of Elections, elections staff, and the department of Legislative Affairs to coordinate the setup of polling sites for assigned locations.
- Manage managed leased facilities, and address tenant concerns.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate~~ Participate in the training programs offered to enhance the individual skills and proficiency related to and remain updated of best practices related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to good safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Chief of Staff or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned associate’s degree in business administration, building construction, engineering or related field from an accredited institution.
- A minimum of six (6) seven (7) years, within the last ten (10) years, of experience and/or training in the field related to the title of the position, including two (2) years of experience in a supervisory capacity.
- Demonstrated knowledge of plumbing, electrical, HVAC system maintenance and repair.
- ~~Ability to coordinate, schedule and supervise staff located at multiple facilities, working various shifts.~~
- ~~Must possess excellent communication skills and be able to work directly with senior management and elected officials.~~
- Effective verbal, written communication and interpersonal skills.
- Effective organizational skills, including the ability to plan, organize, and coordinate multiple projects.
- Demonstrated ability to establish and maintain effective working relationships with customers, management, peers and subordinates.
- Must be able to work flexible hours, be “on call” 24 hours a day, 7 days a week, ~~and be able to make site visits any time between 6:00a.m. to midnight on a daily basis.~~
- Computer skills ~~required~~ are as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned bachelor’s degree in business administration, building construction, engineering or ~~other~~ related field from an accredited institution.
- ~~Minimum of four (4) years, within the last eight years, of experience and/or training in the field related to the title of the position.~~
- ~~Minimum of six (6) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position.~~
- ~~Preferred Experience in construction, maintenance, personnel administration, including at least three (3) years in a supervisory position involving a work force of five (5) or more employees.~~
- Bilingual skills.

FLSA OVERTIME CATEGORY:

~~Job is exempt from the overtime provisions of the Fair Labor Standards Act.~~

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequent interaction with senior leaders, all levels of employees and external stakeholders in coordinating and providing administrative support to the School District.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of pressure occasionally and/or up to 20 pounds of force frequently and /or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board policy.

Board Approval: 6/20/2000

Adopted: 7/18/2000

Organizational Chart Realignment: May 9, 2000

Board Adopted: 3/16/04

Revised: 10/1/2012

2012-13 Organizational Chart

Board Approved: 3/17/14

Board Adopted: 4/15/14