

## **Job Description**

**GDAK-R**

Title: Purchasing & Facilities Director

Qualifications: High school diploma at minimum; must be bondable; successful work experience in carpentry, plumbing, and electrical work

Terms of Employment:

12 months a year, salary and benefits as established by the Board.

- a. 20 vacation days per year (10 days every six months)
- b. 10 days sick leave accumulative to 55 days
- c. 4 days personal leave (1 day every 3 months)
- d. Participation in school district insurance program as established
- e. School district transportation will be provided for job performance
- f. Covered by CCSD#1 Blanket Surety Bond

Reports To: Superintendent

Job Responsibilities:

1. Initiates contacts with vendors relative to supply and equipment availability and invoices purchase orders and contracts.
2. Obtains and studies comparative price quotations and makes recommendations to the Superintendent.
3. Orders materials and supplies for the purpose of maintaining inventory and ensuring availability of items as needed.
4. Purchases by competitive bidding, informal quotations, and price negotiation.
5. Responsible for developing, updating, and implementing the 5-year plan for all district buildings.
  - a. works with principals and staff on building needs for the future
  - b. works with school facilities personnel to correct deficiencies discovered in building assessments
  - c. works with architects and engineers to develop plans for major maintenance projects
  - d. contracts with vendors to complete scheduled projects
  - e. utilizes district custodians and maintenance personnel to complete major maintenance projects, when deemed appropriate.
6. Assists the business manager to complete state construction & maintenance reports.

7. Oversees capital construction projects to include the development of plans, bidding, and all phases of construction; authorizes payments from pay applications and assists the business manager in setting up retainage accounts; and develops proposals for capital projects with level(s) of work and timelines.
8. Assists other personnel, as may be required, for the purpose of ensuring an efficient, safe, and effective work environment.
9. Responds to emergency situations for the purpose of resolving immediate safety concerns.
10. Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
11. Participates with the building principal in the evaluation of maintenance and custodial staff.
12. Oversees district safety programs and monitors completion by staff members.

Revised: February, 2018