

PLEASE POST

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**STAFFORD PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT OF SCHOOLS**

December 14, 2020  
Non-Affiliated Staff Position

**POSITION:** Director of School Facilities (12-month work year, minimum 40 hour work week)  
**LOCATION:** Stafford School District  
**SALARY and BENEFITS:** \$85,000.00 - \$98,000.00 based on experience and qualifications  
Competitive benefit package including defined contribution plan (50% employer match, up to 6% of salary); employer contribution to HSA deductible (50%); employer paid life insurance and long-term disability; paid sick, personal and vacation leave; and 14 paid holidays.

**RESPONSIBILITIES:**

1. Develops and coordinates programs and plans for the operation, improvement, safety and security of the facilities.
2. Develops and oversees a comprehensive preventative maintenance and custodial program, including the establishment of written protocols to ensure the proper care and maintenance of grounds, buildings, and equipment.
3. Develops and administers a budget for the Building Services Department based on continual assessment of the condition of facilities, equipment and grounds to ensure their repair, maintenance and improvement.
4. Oversees the purchasing of building services supplies, materials, equipment, and preventative maintenance contracts. Maintains control over supplies in inventory and insures proper storage and security of the supplies.
5. Establishes a schedule for the inspection and appropriate maintenance of district facilities' equipment.
6. Monitors warranties and guarantees for equipment and building services.
7. Monitors and addresses environmental matters, such as but not limited to asbestos, water quality testing, and indoor air quality, as required by State mandated regulations and statutory requirements.
8. Evaluates, manages, and provides staff development to maintenance and custodial staff.
9. Oversees the management of projects from bidding to completion of Board defined projects or State reimbursable grants.
10. Coordinates and supervises contracted service companies.
11. Develops and maintains files for all buildings that contain blueprints, specifications, contracts, bids and other pertinent information relative to building construction, maintenance and operation.
12. Respond to all emergencies within the area of responsibility on a 24-hour basis.
13. Attend State and Board of Education meetings and serve on district level and town committees, as required.
14. Effectively communicate with school administration, departmental employees, and town personnel.
15. Adhere to all Board of Education Policies.
16. Performs other duties as requested by the Superintendent of Schools.

**REQUIREMENTS:**

- High school diploma or GED required. College degree and/or technical education highly desirable; minimum five (5) years experience in operational oversight; or equivalent combination of education, experience and training.
- High-level computer and communication skills, along with a working knowledge of finance, administration and accounting.
- Must hold and maintain valid driver's license.

**CLOSING DATE:** January 8, 2021

Interested candidates should apply on-line (link available at [www.stafford.k12.ct.us](http://www.stafford.k12.ct.us)> Employment Opportunities) and include three (3) letters of reference.

Steven A. Moccio, Superintendent of Schools  
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