

2025-26 Assistant Director - Facilities - Como Service Center

Job ID

1021944

Location

065 - Como Service Center

Full/Part Time

Full Time

Regular/Temporary

Regular

General Information

Provide administrative leadership and management of the Facilities Department Maintenance and Operations unit. Areas overseen include: In house trades maintenance, grounds and labor, custodial services, parts and materials warehouse, building automation systems, and alarm center.

Reporting Relationship

Report to the Facilities Director.

Minimum Qualifications

Bachelor's degree in facility management, engineering, construction management, management, or related degree and five years (5) experience at a managerial or supervisory level in a maintenance and operations division responsible for multiple properties.

Preferred Qualifications

- Certified Facility Manager (CFM), Facility Management Professional (FMP), Facilities Management Administrator (FMA), or related credential.
- Experience in a public school or other public sector entity
- Knowledge of the union trades sector (e.g., electrical, pipefitting, plumbing, sheet metal, or related areas).

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

- Perform a full range of managerial, administrative and supervisory functions commensurate with the level of this position; supervise the custodial supervisors, trades maintenance supervisors, and alarm center supervisor(s).
- Provide a full range of managerial, administrative and supervisory functions to the entire Facilities Department upon the request of and in coordination with the Facilities Director.
- Research methods, procedures and techniques for department improvements and develop plans for their implementation. Conduct research and analysis; develop and submit reports and recommendations on engineering issues.

- Manage the annual maintenance and operations budgets and assist with its development.
- Oversee the prioritization of scheduling and assignment of repairs and routine maintenance of all District facilities, including the development, implementation and management of a preventative maintenance program.
- Coordinate staff, track costs and monitor progress on district-wide deferred maintenance projects.
- Assist in the development and prioritization of capital improvement and deferred maintenance construction projects.
- Direct the overall planning, programming, implementation, control and review of custodial operations and housekeeping programs for all District facilities.
- Oversee and lead the development, implementation and management of a 'green cleaning' program.
- Assist with the development of energy management initiatives and maintenance of energy-consuming systems and equipment.
- Oversee the management of the district grounds maintenance and landscaping program.
- Direct and manage the development and implementation of an herbicide-free turf management program.
- Oversee the management of the District's Building Automation System (BAS).
- Manage the Facilities Maintenance and Operations vehicle fleet and equipment program.
- Oversee the effectiveness and associated costs of contracted professional and vendor services supplied to the Maintenance and Operations department.
- Direct the management of all records for the maintenance and operations unit.
- Contribute to the District's strategic plan efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.
- Perform other related duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of the laws, rules and regulations relating to building maintenance and operations.
- Considerable knowledge of management theories and techniques, including the working knowledge of lean methods and continuous improvement process principles.
- Considerable knowledge of the use of computers and computer technology as it related to building management.
- Considerable knowledge of equipment and vehicle fleet programs.
- Working knowledge in compliance and reporting requirements of regulatory agencies.
- Working knowledge of Building Automation Systems (BAS).
- Working knowledge of sustainable green maintenance and operations principles.
- Working knowledge of inventory principles and systems.
- Exceptional leadership and conflict management skills.
- Exceptional interpersonal skills.
- Exceptional ability to communicate effectively, both orally and in writing.
- Considerable skills in the management of public sector personnel and other classified personnel represented by bargaining groups, including working knowledge of the progressive discipline process.

Pay, Benefits and Work Schedule

This is a 12-month position working 40 hours per week.

Pay range for this position is: \$100,695 - \$135,559

Maximum hiring step = step nine (9)

The full salary schedule is listed in the SPSO contract. Salary information for this job posting can be found at this link (<https://www.spps.org/about/departments/human-resources/labor-agreements>) and by selecting the "SPSO" Labor agreement.

Benefit information for this position can be found at this [link](https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit) (<https://www.spps.org/about/departments/human-resources/benefits/benefit-summaries-by-bargaining-unit>) and by selecting the "SPSO - Full Time" link.

How to Apply

To be considered further, please apply for this position at www.spps.org/careers, search Job ID 1021944 and attach a resume and cover letter to your online application.

The Human Resource Department will review your application materials and contact you regarding the next steps.

To attach additional documents to your online application, click on the "Additional Attachments" link from the applicant homepage and upload your documents as attachments. Valid file extensions for attaching a document include .doc, .txt, .rtf, and .pdf.

This position will remain open until filled.

Other Information

Transcript - Unofficial transcripts are accepted at the time of hire. You must submit official transcripts within 30 days of your start date. Formal credential evaluation is required for post-secondary education completed outside of the United States.

Veteran's Preference - If you are an eligible veteran applying for a job where veteran's preference applies and wish to claim Veterans Preference you must submit a legible copy of your DD214 to the Human Resource Department with your employment application. If your claim is approved, five or ten additional points will be added to your final passing score.

Criminal Background Investigation and Reference Checks - Reference checks and a criminal background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Essential Functions

Essential functions are job duties that the individual holding the position must be able to perform unaided or with the assistance of a reasonable accommodation through the Americans with Disability Act (ADA) and the Americans with Disability Amendments Act (ADAAA). The essential functions are typical duties as outlined under Responsibilities.

Regular and reliable attendance.

May be exposed to various cleaning products

Equal Employment Opportunity

Saint Paul Public Schools is an equal opportunity employer and supports an inclusive workplace environment.

Equity Statement

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.