



USE OF FACILITIES SUPERVISOR

Purpose Statement

The job of the Use of Facilities Supervisor was established for the purpose/s of supervising the approval of District facility use after normal hours; overseeing assigned activities; providing information to others; and scheduling work assignments within established timeframes and standards.

This job reports to the Director of Facilities and Operations.

Essential Functions

- Approves and/or denies use of District facilities by outside agencies and/or various school functions after hours for the purpose of ensuring compliance with related policies and procedures, encouraging approved use of District facilities and facilitating the safe and effective use of District facilities.
- Coordinates after hour's activities related to the use of District facilities by outside agencies and school groups (e.g. approval, scheduling, monitoring, billing, cleaning, etc.) for the purpose of implementing and maintaining assigned District services and/or programs.
- Facilitates meetings for the purpose of understanding desired facility use, identifying appropriate actions, developing facilities use requirements, supporting other staff, and serving as a District representative.
- Inspects District facilities before and after use by approved groups for the purpose of ensuring site safety, maintaining cleaning standards, organizing and scheduling facilities use.
- Interprets District Board of Education policy related to use of District facilities by all groups after normal hours for the purpose of ensuring compliance with policy and procedure, responding to questions and mediating outside agency appeals.
- Manages billing and receipt of facilities use fees (e.g. additional cleaning charges, etc.) for the purpose of ensuring organizational objectives are achieved, District facilities use fees are paid in a timely manner, and that appropriate accounting methods are followed.
- Monitors fund balances related to facilities use and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops and seminars for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out their administrative responsibilities.
- Prepares and/or maintains a variety of materials (e.g. insurance documents, reports, memos, letters, procedures, manuals, facilities use contract specifications, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of topics (e.g. liability insurance, tax exempt status, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue including emergency repairs.
- Responds to emergencies for the purpose of determining and implementing appropriate actions required to resolve situation.



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- Supervises building supervisors (e.g. trains, etc.) for the purpose of monitoring performance, providing for professional growth and achieving district objectives.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; and pertinent policies, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances and analyze data utilizing defined but different processes. Ability is also required to work with a diversity of individuals and/or groups and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; teamwork; working with frequent interruptions and changing priorities; maintaining confidentiality; and mediating disputes related to board policy.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 35% walking, and 20% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.



EXPERIENCE: Job related experience is required.

EDUCATION: High School diploma or equivalent.

EQUIVALENCY: None Specified

REQUIRED TESTING:

CERTIFICATES & LICENSES:

None Specified

FLSA STATUS:

Exempt

CONTINUING EDUCATION / TRAINING:

CLEARANCES:

Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:

Classified