



**Montezuma-Cortez School District RE-1**  
**EVERY STUDENT. EVERY DAY.**

**Position:** Director of Facilities

**Our Vision**

The district is committed to creating an environment of collaboration and accountability that ensures our students:

- Achieve personal goals and academic growth.
- Are invested in success for their future.
- Attain high levels of literacy and 21<sup>st</sup> century skills.
- Are engaged in active citizenship.
- Learn in a safe and healthy school environment.

**Position Summary:** Manage and supervise facility and grounds maintenance including new construction, renovations, planning, design, maintenance, and energy. Provide leadership and guidance in these areas to ensure short and long-range planning for district facilities. Ensure compliance with local, state, and federal codes and regulations.

**Education and Training:** bachelor's degree in related field OR equivalent of advanced training in the trades supervised or a minimum of seven years of experience in one or more of the trades supervised.

**Experience:** Five to seven years of experience in construction-related trade or profession including at least three years of supervisory experience.

**Certificates, Licenses and Registration:** Five to seven years of experience in construction-related trade or profession including at least three years of supervisory experience.

**Technical Skills, Knowledge, and Abilities:**

- Strong communication, language, interpersonal and supervisory skills.
- Comply with regulations and laws by reviewing OSHA updates, working with the city and county for compliance with codes, recommending needed changes in buildings for compliance with safety regulations and Americans with Disabilities Act, applying for permits, etc.
- Knowledge of building maintenance, materials, hardware, and equipment.
- Knowledge of mechanical systems (electrical, plumbing, HVAC)
- Provide technical expertise regarding the development of the district's short and long-range facility planning and utilization.
- Responsible for approval of budget for facility planning, construction, design maintenance and energy. Arrange for all building and maintenance contractors and subcontractors.
- Knowledge of problems, procedures, and methods used in inspecting, analyzing, determining repair and maintenance work to be done, materials to be used, and best processes to complete identified projects  
Ability to prioritize tasks and adapt to changes without notice.
- Ability to establish and maintain effective work practices and safe work areas.
- Meet with local government officials for building inspections, planning, construction, and site development, facility rental contracts, water quality etc.
- Ability to promote and follow Board of Education and District policies, Superintendent policies, and building/department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

- Conduct on-site performance inspections for quality and safety control. Ensure that buildings are maintained in a safe condition.
- Performs other duties as assigned or requested.
- Observes all district policies and procedures.

**Materials and Equipment Operating Knowledge:**

- Operating knowledge of and experience with typical office equipment, such as copier, fax machine, E-mail, etc.
- Operating knowledge of custodial methods and procedures
- Operating knowledge of basic custodial equipment

**Essential Physical Demands:**

- Constant lifting 5 to 20 pounds
- Frequent lifting 20 to over 50 pounds
- Constant standing, walking
- Frequent bending, reaching, squatting, climbing, kneeling.
- Occasional crawling, sitting, stooping.

**Supervisory Duties:** Supervisor of Facilities Secretary, Maintenance and Custodial Teams

**Reports to:** Superintendent

**Budget and/or Resource Responsibility:** Development, maintenance, and implementation of the Facilities budget.

**Candidate Profile:**

|  |  |
|--|--|
| <p><b>Education and Certification:</b></p> | <ul style="list-style-type: none"> <li>• High School diploma</li> <li>• Bachelor’s degree in related field OR equivalent of advanced training in the trades supervised or a minimum of seven years of experience in one or more of the trades supervised.</li> </ul>   |
| <p><b>Experience and Skills:</b></p>       | <ul style="list-style-type: none"> <li>• Ability to understand and follow oral and written instructions.</li> <li>• Flexible and maintain a positive attitude.</li> <li>• Work cooperatively with supervisors and coworkers</li> </ul>   |
| <p><b>Culture and Fit:</b></p>             | <ul style="list-style-type: none"> <li>• Commitment to the mission and values of Montezuma Cortez Re-1</li> <li>• Desire to work as a member of a dynamic team.</li> <li>• Openness to feedback and willingness to share ideas.</li> <li>• Maintains and models high standards of personal and professional integrity and confidentiality</li> </ul> |

**Physical Requirements and Working Conditions:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| Physical Activities:                | Amount of: |           |            |          |
|-------------------------------------|------------|-----------|------------|----------|
|                                     | None       | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand                               |            |           |            | X        |
| Walk                                |            |           |            | X        |
| Sit                                 |            | X         |            |          |
| Reach with hands and arms           |            |           | X          |          |
| Use hands to finger, handle or feed |            |           | X          |          |
| Climb or balance                    |            |           | X          |          |
| Stoop, kneel, crouch or crawl       |            |           | X          |          |
| Talk                                |            |           |            | X        |
| Listen                              |            |           |            | X        |

| Mental Functions:    | Amount Of: |           |            |          |
|----------------------|------------|-----------|------------|----------|
|                      | None       | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare              |            | X         |            |          |
| Analyze              |            | X         |            |          |
| Communicate          |            |           |            | X        |
| Copy                 |            | X         |            |          |
| Coordinate           |            | X         |            |          |
| Instruct             |            |           | X          |          |
| Compute              |            | X         |            |          |
| Synthesize           |            | X         |            |          |
| Evaluate             |            | X         |            |          |
| Interpersonal Skills |            |           |            | X        |
| Compile              |            | X         |            |          |
| Negotiate            |            | X         |            |          |

| Work Environment:                     | Amount of: |           |            |          |
|---------------------------------------|------------|-----------|------------|----------|
|                                       | None       | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) |            | X         |            |          |
| Work near moving mechanical parts     |            |           | X          |          |
| Work in high, precarious places       |            |           | X          |          |
| Fumes or airborne particles           |            | X         |            |          |
| Toxic or caustic chemicals            |            | X         |            |          |
| Outdoor weather conditions            |            | X         |            |          |
| Extreme Cold (non-weather)            | X          |           |            |          |
| Extreme Heat (non-weather)            | X          |           |            |          |
| Risk of electrical shock              |            | X         |            |          |
| Work with explosives                  | X          |           |            |          |
| Risk of radiation                     | X          |           |            |          |
| Vibration                             |            | X         |            |          |

| Noise Level: | Exposure Level |
|--------------|----------------|
| Very quiet   |                |
| Quiet        |                |
| Moderate     |                |

|           |   |
|-----------|---|
| Loud      | X |
| Very Loud |   |

| Vision Demands:   | Required |
|---|----------|
| No special vision requirements                            |          |
| Close vision (clear vision at 20 inches or less)          | X        |
| Distance vision (clear vision at 20 feet or more)         | X        |
| Color vision (ability to identify and distinguish colors) |          |
| Peripheral vision   | X        |
| Depth perception  | X        |
| Ability to adjust focus                                   | X        |

The signatures below indicate that this job description has been reviewed by the employee with the supervisor.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description is not intended to create any express or implied contract of employment or expectancy of continued employment for any definite term.*

## NONDISCRIMINATION CLAUSE



Montezuma-Cortez School District RE-1 does not discriminate against any protected classes as identified by the State of Colorado. A lack of English speaking skills will not be a barrier to participation or admission. The following staff have been designated to handle inquiries regarding our nondiscrimination policies:

**Title IX Coordinator and Compliance Officer** *(Title II/ADA, Title VI)*

Cynthia Eldredge, Executive Director of Human Resources  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

**504 Compliance Officer** *(Section 504)*

Lisa Megel, Executive Director of Exceptional Student Services  
400 North Elm Street, Cortez, CO 81321 970-565-7522 ext. 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

M-CSD RE-1 School Governance Policies can be found on our website at:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

## CLÁUSULA DE NO DISCRIMINACIÓN

El Distrito Escolar Montezuma-Cortez RE-1 no discrimina contra ninguna clase protegida identificada por el Estado de Colorado. La falta de habilidades para hablar inglés no será una barrera para la participación o la admisión. El siguiente personal ha sido designado para atender consultas sobre nuestras políticas de no discriminación:

### **Coordinador del Título IX Oficial de Cumplimiento** (Título II/ADA, Título VI)

Cynthia Eldredge, Directora Ejecutiva de Recursos Humanos  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1135  
[titleIXcoordinator@cortez.k12.co.us](mailto:titleIXcoordinator@cortez.k12.co.us)

### **504 Oficial de Cumplimiento** (Sección 504)

Lisa Megel, Director Ejecutivo de Servicios para Estudiantes Excepcionales  
400 Calle Elm Norte, Cortez, CO 81321 970-565-7522 extensión 1118  
[504complianceofficer@cortez.k12.co.us](mailto:504complianceofficer@cortez.k12.co.us)

Las políticas de gobierno escolar de M-CSD RE-1 se pueden encontrar en nuestro sitio web en:  
[www.cortez.k12.co.us/our-district/board-of-education/policies](http://www.cortez.k12.co.us/our-district/board-of-education/policies)

*11.28.23 DKR*

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Referenced Policies: AC, AC-E-1, AC-R (Option 1), AC-R-2\*, JB, JBA, JBA-E, JBB\*, JII-R

*NOTE: Federal law requires districts to provide continuing notification of non-discrimination statements and the Title IX coordinator's contact information. This information must be published in student, parent, and employee handbooks, course catalogs, program/employee application forms, and recruitment materials. 34 C.F.R. § 106.8.*