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SEYMOUR PUBLIC SCHOOLS
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The Role of the Facilities Manager

December 10, 2018

Here in Seymour, we try at all times to share services with the Town whenever and wherever possible. One of these shared services is the Facilities Manager position. The Facilities Manager is responsible for creating and maintaining an appropriate and adequate physical environment for all Board of Education and Town buildings. This shared position provides the leadership necessary to maintain and improve Board of Education and Town facilities, makes decisions that effectively and efficiently utilizes allocated resources, and provides meaningful

contributions to the management staff. We are very fortunate to have a highly qualified individual, Mr. Tim Connors, currently serving in this position.

Some of the essential duties and responsibilities required of our Facilities Manager include:

- Assist in the development and implementation of department policies, procedures and standards of work for BOE custodial and maintenance staff and assist in the ongoing evaluation of staff performance.
- Establish and implement schedules and procedures for the regular ongoing custodial and maintenance care of all school and municipal buildings within Seymour.
- Design, implement and maintain custodial and maintenance staff work schedules for each building. Assure appropriate staff coverage at all times.
- Ensure compliance with current local, state and federal laws, ordinances and code regulations.
- Supervise the performance of all maintenance and service contracts with third party vendors.
- Oversee the operation and control of the district/town's energy management computer systems that operate the HVAC and heating systems.
- Responsible for the ongoing preventative maintenance programs and inspections, including but not limited to HVAC systems and life safety systems.
- Serve as the supervisor of storage and handling of hazardous materials for the district, including required reporting to local, state and federal regulatory agencies.
- Meet with administration and management staff on a regular on-going basis regarding maintenance, cleaning, and custodial issues for each building.
- Selects custodial supply and equipment vendors to be used and ensures that an appropriate inventory level is maintained by the custodial staff in each building; ensures that secure storage areas for supplies and equipment inventories are maintained by the custodial staff of each building.
- Manages the bi-weekly and overtime payroll records, and reviews the time cards for accuracy of hours reported vs. hours worked.
- Provides regular updates regarding the status of maintenance and facilities projects.
- Manages the administration of the maintenance and custodial operating accounts and participates in the preparation of the annual budget.
- Performs other duties as requested by the Assistant Superintendent and the Municipal Director of Operations.

As you can see, this person is tasked with multiple responsibilities for all of the town's buildings meaning, all four schools, Central Office, Town Hall, the Library, the Community Center, and the Police Department. The Facilities Manager ensures that all of these buildings are always properly functioning. Since our Public Works department handles the snow plowing of our school lots as well as our grass cutting, the Facilities Manager works with the Director of Public Works in order to coordinate these projects. While they also work with the custodial staff to ensure that our sidewalks are shoveled and salted for safe transition from busses and from pick up and drop off. The Facilities Manager is also in contact with Central Office on inclement weather days in order to properly assess the building accessibility for students and staff.

We are fortunate to have this shared position with the Town so that we can both benefit from Mr. Connors' expertise.