

Facilities Maintenance Group Manager

Interagency Commission on School Construction

Employment Type: Full-Time

Work Location: 200 West Baltimore Street, Baltimore, MD 21201

Introduction

Maryland's Interagency Commission on School Construction (IAC), a State agency, is recruiting an experienced Facilities Manager with strong communication skills, operations and maintenance expertise, and experience with large portfolios to fill a key opening on its leadership team. This Management Service position serves at the pleasure of the Executive Director of the Interagency Commission on School Construction.

Main Purpose of Job

The Facilities Maintenance Group (FMG) Manager serves in a hands-on, supervisory role, working with FMG staff to support the state's 1,400 pre-kindergarten through 12th grade public schools with first-rate maintenance and operations programs. The manager oversees assessment of maintenance practices, procedures, and conditions of facilities in 24 school districts statewide, and at the Maryland School for the Blind. He/she uses that local data, national benchmarks and comparative measures to advise school districts and share best practices, with responsibility for the team's overall productivity and work quality.

The FMG team actively promotes appropriate facility design, work that's pivotal to ensuring fiscally sustainable public schools that support learning in healthy, safe, and fully functional environments. These efforts have a direct impact on the quality of education in Maryland, ranked fifth in the nation overall by *Education Week* in its "Quality Counts 2018" annual assessment of public education. For the successful candidate, this is a chance to make a lasting difference for the state's students and teachers.

The FMG Manager frequently communicates to stakeholders with simple reports on maintenance effectiveness, trend data, and other relevant information. The FMG team represents the IAC on all matters related to school facilities maintenance and operations, so the group's manager must be clear and concise in letters, graphs, and presentations, using language that's readily understood by a variety of audiences. The FMG Manager coordinates the team's work with – and must have knowledge of – peer professionals managing school facilities and construction activities. The position's goal is to fully support the work of the Interagency Commission on School Construction (IAC) with active interface on facilities management information such as capital planning and fiscal performance metrics.

This senior level position reports to the IAC's Deputy Director. It's an exciting opportunity for a manager with strong experience in facilities management, maintenance, and operations; a position that demands strong analytical and leadership skills in data gathering, analysis, and communications to get the job done. This is a management service position which serves at the will of the appointing authority.

Position Duties

- Implement and oversee the evaluation of facilities' conditions and LEA maintenance effectiveness in Maryland's schools by FMG maintenance and facility assessment professionals; provide comparative results and observations via post-assessment reports and communication with school system officials and the IAC;
- Ensure the periodic compilation and incorporation of performance metrics into a variety of publications and reports that are written in layman's language and are readily available to all stakeholders and citizens;
- Review each LEA Comprehensive Maintenance Plan (CMP) and advise LEA officials on strategies for strengthening the plan's effectiveness. The CMP should be integrated, for example, with the capital funding section of the LEA's Comprehensive Educational Facilities Master Plan;
- Develop and share best facility operations and maintenance practices to support LEAs in the development and application of their maintenance programs;
- Advise and support LEAs on the use of Computerized Maintenance Management Systems to efficiently implement CMPs;
- Prepare timely written testimony on school maintenance issues and present it before governmental bodies and various other groups;
- Develop guidance and procedures to support LEA maintenance activities, responsibilities and reporting;
- Develop opportunities and incentives for district personnel through recognition, training, skills certification and awards;
- The position requires occasional extended hours to meet deadlines and to achieve effective communication and coordination with LEAs and staff, as well as occasional overnight stays to best accommodate customers.

Minimum Qualifications

Education: Bachelor's Degree from an accredited college or university in a technical, scientific, or engineering discipline such as Architecture, Engineering, Construction Project Management, or a related field.

Experience: Five years of experience as a Facilities Manager, Construction Project Manager, Engineer, or comparable qualified professional whose work has involved the following: design, construction, operations, repair, and maintenance of buildings or system services; experience in team management and leadership; and the use of computer or web-based facility management systems such as Computerized Maintenance Management Software (CMMS) or Enterprise Asset Management (EAM software).

Notes:

1. Comparable experience as listed above may be substituted for up to one year, on a year-for-year basis, for the required education.
2. Certification or professional licensing – in fields such as facilities management, mechanical or electrical maintenance, construction code compliance, or fire safety – that demonstrates competency in facilities management necessary to support large and complex facilities and their building systems may be substituted for the required education.

DESIRED OR PREFERRED QUALIFICATIONS

- Superior verbal and written communication proficiency;
- Knowledge of facilities maintenance and operations funding and capital requirements necessary to maximize a facility's life and functions and that minimize total cost of ownership;
- Experience as a maintenance program officer or facility manager for large or multiple facilities;
- Familiarity with public school design and operations;
- Demonstrated experience creating documents, reports, and graphic representations that communicate important information from observations, evaluations or analysis to explain or advance an overall objective of an organization;
- Demonstrated ability to communicate and work collaboratively with a wide range of stakeholders; the ability to build consensus; and familiarity with the operations of Maryland State government.

BENEFITS

[STATE OF MARYLAND BENEFITS](#)

FURTHER INSTRUCTIONS

For more information and/or to apply for this opening, send your resume and cover letter to christine.shenot@maryland.gov, noting the job title in the subject header.

Appropriate accommodations for individuals with disabilities are available upon request by calling 410-767-4850. TTY Users: call via Maryland Relay.

As an equal opportunity employer, Maryland is committed to recruiting, retaining, and promoting employees who reflect the State's diversity. People with disabilities and bilingual candidates are encouraged to apply. We thank our Veterans for their service to our country.