2026-27 Facilities Director - Como Service Center

Job ID: 1023013

Location: 065 – Como Service Center

Full Time

Regular Position

General Information

Position Summary

Under the direction of the Senior Executive Operations Officer, the Director of Facilities provides strategic and operational leadership for the District's facilities, maintenance, custodial, grounds, construction, environmental health and safety, sustainability, and capital improvement functions. The Director is responsible for ensuring that all district facilities provide safe, healthy, equitable, efficient, and high-quality learning and working environments for students, staff, families, and community members.

The Director oversees the stewardship of more than 7.8 million square feet of educational and administrative facilities and more than 500 acres of district property. This position leads a workforce of more than 350 employees through subordinate leaders and is responsible for long-range facilities planning, capital project delivery, asset management, regulatory compliance, emergency preparedness, labor relations, and budget administration.

The Director serves as a key advisor to the Senior Executive Operations Officer, Superintendent, Senior Executive Leadership Team (SELT), and Board of Education regarding facilities strategy, capital investments, deferred maintenance, sustainability initiatives, property management, and facility utilization.

Reporting Relationship

Report to the Senior Executive Operations Officer.

Minimum Qualifications

- Bachelor’s degree in engineering, architecture, executive management or a related field.
- Minimum of five (5) years of progressively responsible leadership experience in facilities management, construction management, maintenance operations, engineering, or a related field.
- Minimum of four (4) years of supervisory experience leading large and diverse teams.
- At least three years of experience managing large-scale capital improvement programs and operating budgets.
- At least three (3) years of experience overseeing complex facilities operations in a large organization.

Preferred Qualifications

- Experience in a large public school district, higher education institution, municipality, or other public-sector organization.
- Registration or eligibility for registration as a professional Engineer or Architect in the State of Minnesota.
- Experience working within a unionized environment.
- Professional certification in facilities management, construction management, project management, or related discipline.

Responsibilities

The Director of Facilities provides strategic leadership, direction, oversight, and accountability for the following areas:

Planning, Design and Construction

Oversees strategic planning, design, construction, renovation, modernization, deferred maintenance, and capital improvement projects while ensuring compliance with district, local, state, and federal requirements.

Maintenance, Operations and Custodial Services

Provides leadership and oversight of maintenance, repair, custodial, grounds, and facility operations services across all district facilities.

Health, Safety and Environmental Compliance

Oversees environmental health and safety programs, regulatory compliance, hazardous materials management, indoor air quality initiatives, and workplace safety programs.

Sustainability and Energy Management

Leads district sustainability initiatives and energy conservation efforts to improve operational efficiency and reduce environmental impact.

Asset Management

Develops and implements asset management strategies to maximize facility life cycles, improve reliability, and prioritize maintenance and capital investments.

Furniture, Distribution and Moves

Oversees acquisition, reuse, storage, movement, and distribution of furniture, equipment, instructional resources, and supplies.

Facilities Permitting and Rental

Administers facility permitting, leasing, and community use programs to maximize public access while protecting district assets.

Administrative Services

Provides facilities-related research, reporting, data management, records management, website maintenance, customer service, and administrative support functions.

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

Strategic Leadership and Organizational Management

- Provide vision, strategic direction, and leadership for all Facilities Department functions in alignment with district priorities and educational goals.
- Lead and develop a high-performing leadership team consisting of assistant directors, managers, supervisors, and support staff.
- Establish department goals, key performance indicators, service standards, and accountability measures.
- Promote a culture of safety, customer service, innovation, equity, operational excellence, and continuous improvement.
- Lead succession planning, workforce development, employee engagement, and talent management initiatives throughout the department.
- Serve as a member of district leadership teams and provide facilities expertise on districtwide initiatives.

Facilities Planning and Capital Program Management

- Oversee the strategic planning, design, management, and delivery of remodeling, construction, modernization, and deferred maintenance projects.
- Lead the development, implementation, and ongoing evaluation of the District's Facilities Master Plan.
- Develop and manage a comprehensive Five-Year Facilities Maintenance and Capital Implementation Plan that is reviewed and updated annually.
- Ensure all capital projects are completed within approved budgets, timelines, and quality standards.
- Coordinate facility condition assessments and utilize data to prioritize capital investments.
- Establish district design, construction, and facility standards.
- Oversee construction administration processes and contractor performance.
- Ensure all projects comply with applicable laws, regulations, codes, and district requirements.

Asset Management and Operational Excellence

- Develop and implement comprehensive asset management and preventive maintenance programs.
- Utilize facility data, condition assessments, and operational metrics to guide investment decisions.
- Monitor facility performance and operational effectiveness through key performance indicators and service benchmarks.
- Identify opportunities to improve efficiency, reduce costs, and extend the useful life of district assets.
- Promote continuous improvement initiatives across all facilities functions.

Budget, Financial and Resource Management

- Develop and administer the annual Facilities Department operating and capital budgets.
- Monitor expenditures and ensure effective stewardship of district resources.
- Collaborate with Finance, district leadership, and financial advisors to forecast short- and long-term facilities needs and funding requirements.
- Prepare financial analyses and recommendations related to facilities investments and capital planning.
- Monitor contractual services and evaluate vendor performance, costs, and service quality.
- Pursue available grants, rebates, and funding opportunities that support facilities and sustainability initiatives.

Labor Relations and Workforce Leadership

- Provide leadership and oversight for a workforce of more than 350 employees.
- Collaborate with Human Resources and labor representatives in the administration of collective bargaining agreements.
- Participate in labor-management discussions and negotiations related to facilities operations.
- Ensure equitable staffing practices, workforce planning, employee development, and retention efforts.
- Conduct performance evaluations and support professional growth opportunities for department staff.
- Promote positive labor-management relationships and a respectful workplace culture.

Health, Safety and Regulatory Compliance

- Ensure compliance with all applicable local, state, and federal laws, regulations, codes, and district policies governing facilities operations.
- Maintain compliance with building, fire, life-safety, environmental, and accessibility requirements.
- Oversee environmental compliance programs including asbestos management, indoor air quality, lead management, hazardous materials, and related regulatory requirements.
- Implement workplace safety programs and monitor compliance with safety standards and best practices.
- Develop and maintain risk management strategies to mitigate operational, environmental, and financial risks.

Emergency Preparedness and Continuity of Operations

- Lead facility-related emergency preparedness, response, recovery, and continuity planning efforts.
- Coordinate facilities support during emergencies, severe weather events, utility disruptions, environmental incidents, and other crises.
- Collaborate with district leadership, public safety agencies, and emergency management partners.
- Ensure facilities systems and infrastructure support district continuity of operations plans.

Sustainability and Energy Management

- Lead sustainability initiatives that improve environmental stewardship and operational efficiency.
- Monitor energy consumption and identify opportunities for conservation and cost reduction.
- Evaluate energy management systems and maintenance practices to optimize building performance.
- Support district sustainability goals through strategic planning and operational improvements.

Stakeholder Engagement and Community Relations

- Build and maintain collaborative relationships with school leaders, district departments, labor groups, community organizations, and governmental agencies.
- Present facilities-related reports, recommendations, budgets, and capital plans to district leadership and the Board of Education.
- Facilitate stakeholder engagement processes related to facilities planning and capital investments.
- Represent the district in community meetings, public hearings, and intergovernmental partnerships.
- Manage relationships with local government agencies regarding joint-use agreements, permits, easements, leases, and property matters.

Property and Contract Administration

- Oversee the acquisition, lease, utilization, and disposition of district property and facilities.
- Manage the disposal of surplus properties in accordance with Board policies and procedures.
- Review and approve facilities-related contracts, agreements, and procurement activities.
- Monitor contractor performance and ensure compliance with contract requirements.

Equity, Inclusion and Organizational Culture

- Foster an inclusive, welcoming, and respectful work environment.
- Ensure facilities planning and capital investments support equitable access to safe and effective learning environments.
- Promote practices that advance the District's commitment to diversity, equity, inclusion, and belonging.

Other duties as assigned by the Senior Executive Operations Officer.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of facilities management in large, complex public-sector or institutional environments.
- Knowledge of capital planning, facilities master planning, and long-range infrastructure lifecycle management.

- Knowledge of construction management processes, including design, bidding, procurement, contract administration, and project delivery methods.
- Knowledge of building systems and infrastructure, including HVAC, electrical, plumbing, roofing, structural systems, and related maintenance operations.
- Knowledge of federal, state, and local codes and regulations related to building safety, fire safety, environmental compliance, accessibility, and occupational safety.
- Knowledge of public-sector budgeting, capital financing, and financial stewardship principles.
- Knowledge of procurement laws, contract administration requirements, and vendor performance management practices.
- Knowledge of the principles of asset management, preventive maintenance, and facilities condition assessment methodologies.
- Knowledge of risk management principles as they relate to public facilities, safety, and operational continuity.
- Knowledge of sustainability practices, energy management strategies, and environmental stewardship initiatives in public facilities.
- Skills and experience in strategic facilities and capital planning aligned with organizational mission and long-term priorities.
- Skills in leading and managing complex capital construction and facilities improvement programs.
- Skills and experience in financial planning, budget development, forecasting, and resource allocation.
- Skills in analyzing facility condition data, operational metrics, and cost information to inform decision-making.
- Skill in negotiation and contract management with vendors, contractors, consultants, and service providers.
- Skills in building and maintaining collaborative relationships with internal departments, school leadership, governmental agencies, labor partners, and community stakeholders.
- Skilled in written and verbal communication, including preparation of reports, presentations, and Board-level materials.
- Skills in organizational leadership, including supervision, coaching, and development of senior-level staff and managers.
- Skills in conflict resolution and consensus-building in multi-stakeholder environments.
- Ability to lead and coordinate multiple large-scale facilities, construction, and maintenance initiatives simultaneously.
- Ability to translate organizational priorities into actionable facilities plans, projects, and operational strategies.
- Ability to establish and maintain effective systems for accountability, performance monitoring, and continuous improvement.
- Ability to develop and manage complex budgets and capital funding strategies in alignment with organizational priorities.
- Ability to build trust and credibility with diverse stakeholder groups, including leadership, staff, labor partners, and external agencies.
- Ability to make informed, timely decisions that balance operational needs, fiscal responsibility, safety, and long-term infrastructure goals.
- Ability to represent the organization in formal and informal settings, including Board meetings, public forums, and intergovernmental discussions.
- Skills in the use of facilities management systems, data tools, and reporting platforms to support operational decision-making.
- Ability to lead organizational change initiatives related to facilities operations, capital planning, and service delivery models.

Pay, Benefits and Work Schedule

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

Pay range for this position is: $124,837-168,348
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) and by selecting the "SPSO - Full Time" link.

How to Apply

To be considered further, please apply for this position by visiting www.spps.org/careers, search job ID 1023013. Please 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 August 20th, 2026

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

Physical and Mental Requirements
The physical and mental demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements

- Ability to travel independently between district facilities, construction sites, and off-site meetings throughout the district.
- Ability to regularly move throughout school buildings, administrative facilities, maintenance shops, warehouses, grounds, and construction sites for inspection, evaluation, and oversight purposes.
- Ability to conduct facility inspections that require walking extended distances across large campuses, grounds, and construction areas.
- Ability to access all areas of district facilities, including climbing stairs, ladders, scaffolding, catwalks, rooftops, mechanical rooms, boiler rooms, crawl spaces, and other areas necessary to inspect facility systems and construction projects.
- Ability to bend, stoop, kneel, crouch, crawl, reach, and work in confined spaces when conducting inspections, assessments, and investigations.
- Ability to navigate uneven terrain, construction zones, outdoor grounds, and work sites under varying environmental and weather conditions.
- Ability to visually inspect facilities, infrastructure, construction work, equipment, and grounds to identify deficiencies, safety concerns, code compliance issues, and maintenance needs.
- Ability to distinguish colors, read technical drawings, plans, specifications, gauges, meters, and other facility-related documents and instruments.
- Ability to hear and communicate effectively in noisy environments, including active construction sites, mechanical rooms, and operational facilities.
- Ability to operate a motor vehicle and maintain a valid driver's license consistent with district requirements.
- Ability to occasionally lift, carry, push, pull, or move materials, equipment, and supplies weighing up to 25 pounds and, with assistance or equipment, heavier items as necessary.
- Ability to safely use and wear personal protective equipment (PPE) including hard hats, safety glasses, hearing protection, safety footwear, reflective vests, respirators, and other required protective equipment.
- Ability to respond to facility emergencies, including those occurring outside normal business hours, and to perform site assessments under emergency conditions.
- Ability to work for extended periods at a computer, attend meetings, review plans and reports, and perform other administrative duties associated with the position.

Mental Requirements

- Ability to maintain concentration and attention to detail for extended periods while reviewing reports, budgets, contracts, plans, specifications, and other complex documents.

- Ability to process and evaluate large volumes of information from multiple sources and make decisions within established timelines.
- Ability to effectively prioritize and manage multiple projects, responsibilities, deadlines, and interruptions simultaneously.
- Ability to maintain composure and effective judgment in stressful situations, emergencies, crisis events, and time-sensitive circumstances.
- Ability to adapt to changing priorities, operational demands, and organizational needs.
- Ability to work effectively under pressure while meeting established deadlines and performance expectations.
- Ability to maintain sustained mental effort while overseeing complex operations, capital projects, and organizational initiatives.
- Ability to communicate effectively and professionally in situations involving differing viewpoints, conflict resolution, employee concerns, public inquiries, and stakeholder engagement.
- Ability to maintain confidentiality and discretion when handling sensitive personnel, operational, financial, and legal matters.
- Ability to remain responsive and available to address urgent operational issues that may arise outside of normal business hours.

WORKING CONDITIONS

Work is performed in both office and field environments, requiring regular presence in administrative settings, school buildings, maintenance facilities, warehouses, and active construction sites. Work may involve extended periods of walking, standing, climbing, or site navigation during facility inspections and project oversight activities.

Frequent travel between district facilities, project locations, and partner agency sites is required across a large geographic service area. Regular exposure to active construction environments, mechanical spaces, utility systems, and other facility infrastructure conditions. Work may involve exposure to varying weather conditions, including heat, cold, rain, and snow during outdoor inspections and site visits.

Position requires availability to respond to facility-related emergencies, operational disruptions, or urgent issues outside of standard business hours, including evenings, weekends, and holidays as needed. Attendance at evening meetings, public forums, Board of Education meetings, and community engagement sessions is required.

Occasional work in noisy, high-activity environments, including construction zones, mechanical rooms, and operational facilities. Required to comply with all applicable safety protocols and use of personal protective equipment (PPE) when accessing active work sites or restricted facility areas.

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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.