

Work Process Schedule
Occupation Title: Facility Director
O*NET Soc Code: 11-3013.00
Rapids Code: 9999

DESCRIPTION: Facility Director performs regular building inspections to maximize indoor air quality, comfort, lighting, safe environments cleanliness and building performance. Facility Director will provide the primary facility and building communications to management, board members, or others and make recommendations and project updates regularly. Facility Directors provide management oversight and direct all facility staff to optimize building comfort and efficiency and will provide a minimum of one annual performance appraisal for each facility staff member.

TERM OF APPRENTICESHIP:

The Facility Director apprenticeship will be a hybrid time and competency-based program. The term of the apprenticeship will be 8000 hours of reasonably continuous employment in addition to a satisfactory display of competence in the on-the-job requirements listed below. Additionally, 144 hours of related technical instruction will be required annually throughout the term. The ratio of apprentices to journey-workers is 1:1.

APPRENTICE WAGE SCHEDULE:

Journey-worker rates in Montana for a Facility Director averages \$25 hourly.

Apprenticeship Phase	Hours	% Wage	Wage
Module One	1 – 1000hrs	60%	\$15.00
Module Two and Boiler Certification	1001 – 2000hrs	65%	\$16.25
Module Three	2001 – 3000hrs	70%	\$17.50
Module Four	3001 – 4000hrs	75%	\$18.75
Module Five and Six	4001 – 5000hrs	80%	\$20.00
Module Seven and Eight	5001 – 6000hrs	85%	\$21.25
Module Nine and Ten	6001 – 7000hrs	90%	\$22.50
Module Eleven	7001 – 8000hrs	95%	\$23.75

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ON – THE – JOB TRAINING

**Approximate
Cumulative Hours**

This instruction and experience shall include the following operations, but not necessarily in the listed sequence. Time spent on specific operations need not be continuous.

01.)	Determine Reliability of Physical Plant and Facility	1250
02.)	Oversee installation & operation of specialized facilities <ul style="list-style-type: none"> a. Central & boiler plants & stand-alone boiler systems b. Central air conditioning systems & stand-alone units c. Specialize air handler & mechanical systems d. Building automation systems e. Electrical power & distribution systems f. Plumbing systems 	1250
03.)	Provide, perform & manage housekeeping or custodial services	750
04.)	Execute planned Inspections to identify work requirements	400
05.)	Implement and/or manage recurring maintenance program	600
06.)	Manage utilization for personnel in support of tasks	500
07.)	Perform analysis to determine maintenance, repair, and projects	750
08.)	Develop, manage, and maintain emergency contingency plans	250
09.)	Perform construction project inspections	250
10.)	Provide facility management briefings to appropriate supervisors and/or board members	400
11.)	Provide Supervision of Personnel <ul style="list-style-type: none"> a. Custodial or housekeeping technicians b. Maintenance technicians c. Grounds, security, and other facility staff 	800
12.)	Operations and Management <ul style="list-style-type: none"> a. Develop and manage a comprehensive preventative maintenance 	

- plan for routine maintenance of physical assets
- b. Analyze functions to be accomplished
- c. Prepare pre-construction details and specifications
- d. Coordinate construction projects and related requirements 800

Total Hours: 8,000

Related Instruction Facility Director

APPROXIMATE HOURS

Note: Due to regional and local code differences and climate conditions, duration of instructional competencies/modules suggested are estimates only.

Module 1, Prioritizing work	
Section 1 – Workload Management & Tracking	7.5
Section 2 – Systems & consideration	7.5
Section 3 – Prioritizing Work	15.0
Section 4 - Central Maintenance Management System (CMMS)	22.5
Module 2, Building Envelope	
Section 1 – Foundation Systems	7.5
Section 2 – Walls Systems	7.5
Section 3 – Roofing Systems	7.5
Module 3, Mechanical Systems 1	
Section 1 – HVAC Systems Introduction	7.5
Section 2 – Mixed Air Single Path Systems	15.0
Section 3 – *Boilers Intro (License Required)	72.0
Section 4 – Plumbing Basics –	7.5
Section 5 – Electrical Basics –	7.5
Section 6 – Building Automation Introduction –	7.5
Section 7 – Fire & Life Safety Systems Introduction –	7.5
Module 4, Mechanical Systems 2	
Section 3 – Other HVAC Systems	7.5
Section 4 – HVAC Sequence of Operation (SOO)	15.0
Section 4 – Chillers & AC Units Intro	7.5
Section 5 - *Lead Based Paint Training (Certification Required)	8.0
Section 6 - *Asbestos AHERA (Certification Required)	16.0
Section 7 – Playground Equipment Inspection (Certification Optional)	7.5
Module 5, Building Automation	
Section 1 – Pneumatic Controls Introduction	7.5
Section 2 – Direct Digital Controls (DDC) Introduction	15.0
Section 3 – Building Integration Systems Introduction	5.0
Module 6, Fire & Life Safety Systems	
Section 1 – *(NFPA70e Certification Required.)	8.0

Section 2 – Fire Protection Systems & Components Introduction	15.0
Section 3 – Fire Sprinkler Protection Systems Introduction	5.0
Module 7, Campus Security	
Section 1 – Campus Security Introduction	5.0
Section 2 – Active Shooter Training (multiple certs available - optional)	10.0
Section 3 – Doors & Entrance Security Introduction	7.5
Section 4 – Camera and Surveillance Systems Introduction	7.5
Section 5 – Medical Emergency & Response Introduction	5.0
Section 6 - *(Advanced CPR Certification Required (ACLS))	24.0
Section 7 – Workers Compensation, reporting, & policy	7.5
Module 8, Custodial Services	
Section 1 – Custodial Introduction	7.5
Section 2 – Surface Cleaning	7.5
Section 3 – Flooring Care	7.5
Section 4 – Product Use and Compliance	7.5
Section 5 – Bio–Hazard Cleaning & Care (Certificate Of Completion)	7.5
Section 6 – PPE & Safety Introduction	7.5
Section 7 – Initial Asbestos Awareness Training	2.0
Section 8 – Equipment Service & Care (Certificate Of Completion)	7.5
Section 9 – Safety Data Sheets	7.5
Module 9, Ground and Landscape Services	
Section 1 – Grounds & Landscape Introduction (Certs Avail – Optional.)	7.5
Section 2 – Equipment Service & Care (COC – Optional/Specific.)	7.5
Section 3 – Snow Removal	7.5
Section 4 – Grounds Safety/PPE/Policy (Certificate of Completion.)	7.5
Module 10, Human Resource Introduction	
Section 1 – Performance Appraisals	7.5
Section 2 – Staff Disciplinary Action Introduction	7.5
Section 3 – Safe Workplace Habits & Workers Compensation Introduction	15.0
Section 4 – Organizational Policy Review Introduction	15.0
Module 11, Facility Inventory & Budget Request Identification	
Section 1- Asset Management –	50.0
Section 2 – Facility Condition Index –	100.0
Total Hours	670.0

This work process schedule is attached to and a part of the Apprenticeship Standards for the above identified occupation. This sequence of Related Classroom Instruction is competency based and will be offered as traditional classroom training, independent study, online learning, or a combination of classroom methods.

** required for completion and may be offered as part of the normal coursework or provided by an outside source with additional cost.*