



Assistant Superintendent of Finance and Operations
Christine Thomas-Hill

Executive Assistant
Julie Gorter

Finance and Operations

CAPITAL PROJECTS AND PLANNING **FACILITIES**

Director of Capital Projects & Planning
Paul Thwing

- Responsible for the planning, implementation and budgeting of the district's long-term capital plan
- Development and upkeep of Capital Infrastructure
- Oversees construction management' provides leadership in planning and implementing, contract negotiations and compliance, completion of work specifications, request for proposals and id documents (facilities, finance, et.)
- Performs capital project forecasting
- Establishes priorities for critical capital needs and asset replacement
- Develops and updates capital program policies, procedures and manuals

Administrative Assistant
Rachel Majszak

Director of Facilities
RaeAnn Fiebing

- Responsible for management and maintenance of district facilities
- Manages (reviews, evaluations, schedules and assigns) facility use
- Performs regularly scheduled facility conditions assessments
- Establishes priorities for building operations, custodial and grounds, and energy efficiency projects
- Manages budget, invoices and purchases orders
- Oversees planning and implementation of work schedules and projects (short and long term)
- Supervises contracted services (boilers, electrical, mechanical)
- Directs facilitations of moves within the district: assigns work teams

Administrative Assistant
Rachel Majszak

- Schedules, invoices, and maintains records for facility use
- Manages department files/records

Facilities Specialist
Alison Clark

- Oversees district work order system
- Assists with asset mgt./preventative maintenance process
- Contract mgt. (preventative maintenance, inspections, repairs, etc.)
- Assists with planning/implementing purchases, required quotes, bids, and contracts
- Administers time and attendance
- Assists in custodial assignments, onboarding, daily coverage needs
- Administers custodial supplies contracting

Facilities Manager
Gene Brzezinski

- Supervises custodial staff at east-side secondary buildings
- Oversees outside maintenance at all east-side buildings
- Facilitates moves within the district
- Supports and coordinates facility use with athletic programs
- Assists in assigning work orders, schedules, and special projects

Facilities Manager
Rob Wolf

- Supervises custodial staff at west-side secondary building
- Oversees outside maintenance at all west-side buildings
- Facilitates moves within the district
- Supports and coordinates facility use with athletic programs
- Assists in assigning work orders, schedules, and special projects

Facilities Manager
Ken O'Brien

- Supervises custodial staff for all elementary and support buildings
- Oversees district playgrounds
- Assists with safety/security
- Assists in assigning work orders, schedules, and special projects
- Assists with budget management, forecasting and planning
- Facilitates moves within the district
- Oversees all interior custodial equipment
- Pest control

Groundskeeper

Secondary Custodial Staff

Groundskeeper

Secondary Custodial Staff

Preventative Maintenance

All Elementary Custodial Staff

Skilled Trades

- Plumbing
- Electrical
- Maintenance Mechanics
- Heating & Cooling
- Locksmith

Delivery Clerks