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| Job Title: | Director of Maintenance | Wage/Hour Status: | Exempt |
| Reports To: | Assistant Superintendent | Pay Grade: | Administrative Pay Grade 4 |
| Dept. /School: | Maintenance Department | Date Revised: | 11/02/2011 |

Primary Purpose:

Direct and manage maintenance and grounds services of the district. Responsible for equipment and supplies, expenditures and purchasing of services, energy management and purchasing, assist in the capital improvement management. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

Qualifications:

Education/Certification:

Bachelor's degree, preferred
IFMA, BOMA or AFE Certification preferred

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance operations
Ability to manage budget and personnel
Ability to coordinate district function
Ability to interpret policy, procedures, and data
Ability to read blueprints and schematics
Strong organizational, communication, and interpersonal skills

Experience:

Three years supervisory experience in maintenance operations
Five years experience in maintenance at a school district setting

Major Responsibilities and Duties:

Building Maintenance and Repair:

1. Direct and manage building and grounds maintenance and repair, and central operations of district.
2. Responsible for receiving and processing work orders for repair and maintenance of buildings and grounds.
3. Develop and maintain written departmental procedures for maintenance, repair, operations, and security of all district buildings and equipment.
4. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.
5. Develop and implement energy management strategies.

6. Stay informed of and assist in all construction activities including meetings, walk through, design review and development.

Policy, Reports, and Law:

7. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
8. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.
9. Prepare data necessary to process maintenance payroll.

Budget and Inventory:

10. Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently.
11. Compile budgets and cost estimates based on documented program needs.
12. Plan and direct inventory and stock control program for equipment and supplies.
13. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
14. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
15. Approve and forward invoices and purchase orders for maintenance department to accounting department.
16. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Personnel Management:

17. Assign work to maintenance and grounds personnel and oversee completion.
18. Prepare, review, and revise job descriptions in maintenance and grounds departments.
19. Evaluate job performance of employees to ensure effectiveness.
20. Recruit, train, and supervise maintenance and grounds personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.
21. Prioritizes major maintenance projects.

Safety:

22. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
23. Ensure that equipment is maintained in operating and optimum condition.
24. Conducts on-site inspections of all facilities to examine buildings and grounds for needed maintenance.

Other:

25. Perform disaster duty when needed.
26. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
27. Respond to after hour's emergencies as needed.
28. Other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, grounds workers and all department supervisors and support staff assigned to maintenance department.

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Reading, organization, communication (verbal and written), and interpersonal skills. Interprets policy, procedure, and data for the Maintenance Department. Maintains emotional control under stressful conditions. Ability to utilize a computer.

Standing, walking, pushing, pulling, moderate lifting and carrying. Frequent district wide travel, occasional prolonged and irregular hours, work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects. Occasional exposure to inclement weather, including heat, cold, rain, and snow; moderate exposure to dust, toxic chemicals and toxic materials; slippery or uneven walking surfaces; exposure to noise and electrical energy.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.