



Job Title:	Associate Superintendent, Facilities, Bond Programs, and Technology	Wage/Hour Status:	Exempt
Reports to:	Superintendent	Pay Grade:	Administrator 13
Dept. /School:	Facilities/Maintenance	Date Revised:	11/14/2017

Primary Purpose:

Direct and manage maintenance, custodial operations, student nutrition, bond programs, construction, and technology service for district. Maintain operating excellence so that full educational use of facilities and technology may be made available at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

Qualifications:

Education/Certification:

Master's degree in business, administration, or construction field required

Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operation
Knowledge of technology equipment, infrastructure, and devices
Knowledge of regulations and operations of student nutrition
Ability to manage budget and personnel
Ability to coordinate district functions
Ability to interpret policy, procedures, and data
Ability to read blueprints and schematics
Strong organizational, communication, and interpersonal skills

Experience:

Ten (10) years supervisory experience in operations and construction
Ten (10) years experience in maintaining a large plant or building
Five (5) years experience in student nutrition management and/or supervision
Two (2) years experience in technology services

Major Responsibilities and Duties:

Building Maintenance and Repair:

1. Direct and manage custodial, maintenance and repair, technology services, and child nutrition operations of the district
2. Oversee 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. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area

6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area
7. Prepare data necessary to process maintenance payroll
8. Develop long range plans to meet the student enrollment of the district
9. Develop long range plans to replace and repair capital equipment including student one-to-one devices
10. Facilitate the purchase of property for future growth
11. Facilitate the disposal of real property when no longer needed

Budget and Inventory:

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

Personnel Management:

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

Safety:

23. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety
24. Ensure that equipment is maintained in operating and optimum condition

Other:

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

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, security personnel, and support staff assigned to maintenance department

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects

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.