

# Maintenance Director

## Maintenance Director

**FLSA Status:** Exempt

**Last Revised:** November, 2016

**DEFINITION:** Planning, organizing and directing the maintenance, repair and alteration of district buildings and grounds; serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring optimal utilization of personnel and other resources.

**TERMS OF EMPLOYMENT:** 12 months

**PAY RATE:** Refer to Administrative Personnel Salary Schedule

**Responsible to:** Superintendent

***ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential function(s).)***

1. Collaborates with others (e.g. district personnel, other district personnel, community organizations, etc.) for the purpose of implementing and maintaining services and/or programs.
2. Coordinates schedules and special event operations for the purpose of ensuring required facilities preparation. Develops long and short range maintenance plans/programs (e.g. emergency response plans, energy management plans, annual budget, etc.) for the purpose of ensuring that district resources are effectively utilized.
3. Directs projects (e.g. site repairs/construction, preventive maintenance, etc.) for the purpose of ensuring completion within established time frames, project design and budget.
4. Inspects district facilities and determine repairs and replacement needs.
5. Recommend estimates and provide information for the development of the annual maintenance budget.
6. Monitors fund balances of assigned programs and related financial activity for the purpose of ensuring that expenses are within budget limits and/or fiscal practices are followed.
7. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
8. Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit. Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining

adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

9. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
10. Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.
11. Researches new products, laws, regulations, etc., for the purpose of recommending purchases, contracts, and maintaining districtwide services.

#### **QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).***

##### *Knowledge of:*

- Algebra and/or geometry.
- Review and interpret highly technical information.
- Write technical materials, and/or speak persuasively to implement desired actions.
- Analyze situations to define issues and draw conclusions.
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.
- Concepts of grammar and punctuation.

##### *Skill to:*

- Operate standard office equipment including utilizing pertinent software applications.
- Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
- Plan and managing projects and programs..
- Perform on-site inspections of new construction, alterations and repairs
- Adhere to safety practices.
- Handling hazardous materials.
- Operating equipment used in the building trades and planning and managing projects.
- Oversee program financial activities.
- Develop effective working relationships.
- Prepare and maintaining accurate records.

- Administer personnel policies and procedures.
- Budget and cost control.

*Ability to:*

- Schedule a number of activities, meetings, and/or events.
- Gather, collate, and/or classify data.
- Consider a variety of factors when using equipment.
- Flexibility is required to independently work with others in a wide variety of circumstances
- Operate equipment using a variety of standardized methods.
- Work with a variety of data; and utilize a variety of job-related equipment.
- Establish and maintain effective working relationships
- Meet deadlines and schedules
- Set priorities.
- Work with multiple projects, frequent interruptions, and changing work priorities.
- Work with detailed information/data and maintaining accurate records.
- Plan, organize and administer a Maintenance and Facilities Program.
- Direct, supervise and train staff.
- Establish and maintain effective working relationships.
- Maintain confidentiality.

***Required Certifications and Licenses:***

- Current Cardiopulmonary Resuscitation (CPR) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment.
- Bloodborne Pathogen and Universal Precaution Training Targeted job related education that meets organization's prerequisite requirements.
- Must maintain a good driver record.
- Possession of an appropriate and valid Commercial Driver's License (CDL).

***Experience and Training:***

Any combination of training, education, and experience that provides the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Experience in construction, maintenance, and repair of buildings and grounds

Experience with increasingly responsible experience in building maintenance and

construction which involved facility planning, construction, maintenance and operations

Experience in a school district environment is preferred.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strenuous physical work including frequent lifting and loading of heavy objects (up to 100 pounds) with proper equipment/assistance, digging, shoveling, raking; physically demanding work for continuous and lengthy periods of time, often combined with bending, twisting, squatting, reaching, and working on irregular surfaces; strength, dexterity, and stamina to stand for long periods and to perform manual tasks using heavy hand and power tools. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold, and wind. Frequent exposure to noise, dust, fumes, odors, and vibrations. Potential exposure to toxic chemicals and solvents such as herbicides and/or pesticides, paints, and cleaning materials. The noise level in the work environment is often loud. Work will occasionally be performed in confined areas. Work may be performed independently and may be in isolated geographic areas. Frequent interruptions to planned work may occur.

***EVALUATION:*** Position is evaluated yearly by the Superintendent of Schools

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lincoln County School District is an Equal Opportunity Employer