

Job Title: DIRECTOR OF MAINTENANCE-Grounds/Buildings
Department: Administration / Maintenance
Reports to: Assistant Superintendent
Classification: Exempt / Support Staff
Employment: 12 months / At-will
Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of support staff personnel.

SUMMARY

The Director of Maintenance-Grounds/Buildings is responsible for the maintenance and repair of all district facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Processes repair and maintenance requests
2. Maintains inventory of custodial/maintenance supplies and equipment
3. Implements and supervises the district's integrated pest management program
4. Evaluates maintenance staff
5. Makes hiring recommendations to the Assistant Superintendent
6. Assigns duties to maintenance staff
7. Supervises grounds-keeping activities
8. Conducts routine and periodic inspections of facilities and grounds
9. Provides training to custodial and maintenance personnel
10. Develops priority lists for maintenance of buildings and prepares cost estimates
11. Maintains confidential nature of all school-related matters
12. Performs other tasks and assumes other responsibilities as assigned by the supervisor or Superintendent

SUPERVISORY DUTIES

The Director of Maintenance-Grounds/Buildings has supervisory responsibility over maintenance personnel.

QUALIFICATIONS

Background Checks

Clearance on all background checks required by law that is satisfactory to the Administration.

Education/Experience

High school diploma
Five years experience in custodial/maintenance supervision

Certificates, Licenses, Registrations

HVAC, , , recommended

SKILLS AND ABILITIES

Language

The individual who holds this position must have the ability to:
Read and interpret documents such as safety rules, training manuals, and instructions
Communicate direction and instruction to staff members
Prepare written reports
Speak one on one and in small groups

Computation

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

Reasoning

Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

Technology

This position requires skills in the use of computers and hand-held devices such as PDAs and phones, including the use of spreadsheets, databases and inventory management software.

Additional Skills and Abilities

[enter here] *Include other skills and abilities the district expects an employee in this possession to have. For example, the district may want to address interpersonal communication and the ability to work closely with a group.*

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements

The individual who holds this position is regularly required to walk, hear and speak and must have close moderate and distance vision ability. Must be able to travel between district facilities. Must be able to communicate in noisy environments such as construction sites.

Physical requirements also include, but are not limited to, sitting (normal seated position), standing, walking (level or uneven surface), bending/twisting neck, bending/twisting at the waist, kneeling, crouching, crawling, climbing, reaching, lifting (over 50 lbs.), carrying objects (over 50 lbs.) while walking,

pushing, pulling, presence of heat (summer high temperatures, high humidity, ovens, furnaces, etc.), presence of cold (winter low temperatures, walk-in refrigerator/freezer).

Attendance

Beginning and ending work hours will be established by the supervisor. Hours may vary. Overtime hours may be necessary, with approval of administration.

Consistent and regular attendance is an essential function of this position.

CONDITIONS AND ENVIRONMENT

The work conditions and environment described here are representative of those that an individual will encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.

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