

DIRECTOR OF MAINTENANCE/FACILITY SAFETY ADVISOR

JD LOCATOR: 2.43.1

Adopted: _____
Revised: 6/01, 9/09

REPORTS TO: Assistant Superintendent - Operational Services

CLASSIFICATION: Classified

FLSA STATUS: Exempt

TERMS OF EMPLOYMENT: Salary and work year as reviewed and established annually by the Board of Education

EVALUATION: Performance of this position will be evaluated regularly in accordance with the Board's policy on the evaluation of classified staff.

JOB SUMMARY

To provide excellent school facilities and campuses which provide safe, attractive, and efficiently operated learning environments for students in the district.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual holding this position and additional duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

NOTE: Reasonable accommodations will be made, if necessary, to enable individuals with disabilities to perform the essential functions.

1. Maintains a confidential nature of all school-related matters.
2. Assists in the selection and placement of personnel in this department.
3. Makes inspections of the interior and exterior of all buildings to include the electrical, plumbing, painting, carpentry, grounds upkeep, and heating/cooling equipment at each school site.
4. Consults with principals, custodians, and other school personnel in regard to proposed building and grounds projects.
5. Works with the assistant superintendent for operational services in regard to any major projects connected with the buildings and grounds.
6. Assists the assistant superintendent for operational services in writing specifications and securing bids or quotations on contracted projects for buildings, grounds, utility systems, services, or equipment.
7. Assists the administrative staff in long-range planning of facility improvements associated with the upkeep of buildings, grounds, and equipment.
8. Develops and maintains a system of records and reports on work performed by the maintenance staff. These records will reflect time and materials needed for completion of various jobs.
9. Organizes and plans the work of the maintenance staff and utilizes their various skills effectively and efficiently.
10. Assesses district emergency situations and immediately implements a correction plan, keeping the superintendent informed.
11. Assigns personnel to perform needed maintenance duties with as little disruption of classes as possible.
12. Endeavors to keep the environment of the buildings and grounds in a neat and attractive appearance.
13. Assigns work orders, checks drawings and plans.
14. Assists building administrators, as needed, in the interview process of hiring building custodians.
15. Initiates a detailed preventative maintenance program involving all custodians.
16. Recommends to building administrators objectives for custodial performance improvement as needed.
17. Participates in the recommendation process of reassigning custodial staff in the district.
18. Maintains custodial work schedules for each building to include holiday and vacation leave.
19. Conducts meetings of the lead custodial staff when it is deemed necessary for purpose of training and morale.
20. Responsible for demonstration and proper usage of custodial supplies and equipment.

21. Responsible for inventory control of supplies and equipment for each building.
22. Handles work order with building administrators.
23. Assists in the supervisor/delegation of custodial supervision of building activities.
24. Identifies with building administrators exit routes and waiting areas utilized during emergency drills and emergency situations.
25. Maintains a comprehensive emergency drill schedule for the elementary, middle and high school levels.
26. Maintains building records of regularly scheduled emergency drills.
27. Inspects environmentally sensitive equipment and areas of building/grounds for safety and maintains an annual record of the inspections (i.e. fire extinguishers, boilers, gas water heaters, playgrounds, etc.)

SUPERVISORY RESPONSIBILITIES

Manages personnel in the maintenance staff.

QUALIFICATION REQUIREMENTS: The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or abilities needed to perform the job at a fully acceptable level.

EDUCATION, EXPERIENCE, AND/OR CERTIFICATION

1. High school diploma or equivalent.
2. Bachelor's degree and a minimum of five (5) years experience in the management of facility maintenance or facility construction, preferable in a public school environment.
3. Be asbestos certified.
4. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
5. Such alternatives to the above qualifications as the Board may deem appropriate or acceptable.

COMMUNICATION SKILLS

1. Ability to write reports and correspondence consistent with the duties of this position.
2. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback.
3. Ability to read, analyze, and interpret information.
4. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
5. Displays courtesy, tact, and respect when dealing with others.

MATHEMATICAL SKILLS

1. Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations.
2. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

1. Ability to interpret and apply a common sense understanding to a variety of instructions and information furnished in written, oral, diagram, or schedule form.
2. Ability to identify and define problems collects and analyzes data, establish facts, and draw valid conclusions.

OTHER SKILLS AND ABILITIES

1. Maintains appropriate confidentiality.
2. Promotes a harassment-free environment.
3. Establishes and maintains effective working relationships; demonstrates a commitment to teamwork.
4. Ability to learn and properly utilize various machines/equipment especially as machines/equipment are upgraded.
5. Demonstrates knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, heating and air conditioning and grounds maintenance.
6. Ability to learn and upgrade job skills in order to meet changing demands of the position.
7. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
8. Extensive knowledge of and ability to perform duties in full compliance with all district, Board of Education, state and federal laws, methods, requirements, policies, procedures, and activities pertinent to the duties of this position.
9. Ability to work independently with minimum supervision.
10. Ability to use independent judgment and demonstrates initiative to act without being asked.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance; talk or hear and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT

I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

Employee's Signature	Date	Supervisor's Signature	Date
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