

JOB DESCRIPTION

DEPARTMENT: Maintenance/Custodial

JOB TITLE: Maintenance Director

The Maintenance Director supervises all custodial and maintenance aspects of the school building and grounds. Additional responsibilities include, but not limited to, managing the upkeep of the heating and cooling infrastructure, wastewater treatment facility, basic plumbing and electrical repairs, general maintenance, and management of fleet vehicles. Supervises custodial and maintenance staff.

DESIRED QUALIFICATIONS:

- A. Education Level: High school degree or GED.
- B. Certification or Licensure: Driver's License (CDL license to be obtained).
- C. Experience Desired: minimum of two (2) years' maintenance experience
- D. Other Requirements: Knowledgeable of boilers, compressors, generators and various mechanical, electrical and plumbing systems. Knowledgeable in building codes, safety regulations, and able to read blueprints.

REPORTS TO: Superintendent or Building Principals

ESSENTIAL FUNCTIONS:

- Plans, schedules and assigns employees to various cleaning, maintenance, repair, ice and snow removal, care of grounds, renovation and building safety tasks.
- Inspects work performed by custodial or maintenance employees or private contractors to insure proper cleaning, maintenance, repair and groundskeeping procedures are being followed, checks for safety and health hazards, and makes recommendations for correction and improvements.
- Maintains HVAC system, Sewer system, Boiler system, Fleet Vehicles.
- Assists/fills in for custodial and maintenance staff when needed.
- Creates annual maintenance budget and project planning timelines.
- Uses technology applications such as spreadsheets, word processing, email, calendar and database software in the performance of the job.
- Operate a computerized energy management system.
- Collects and reviews maintenance requests from staff, reviews information, establishes priorities, assigns staff or inspects, replaces, repairs or otherwise resolves problems.
- Monitors all phases of capital construction projects; acts as liaison between the school district and contractors, or construction managers engaged in providing services to school district properties.
- Makes determinations about scope of maintenance and/or repair activities and decides which can be accomplished by in-house maintenance staff and which are to be contracted out.
- Must be able to plan, supervise, and direct maintenance programs.
- Perform skilled work in the construction, renovation, maintenance and repair of building and facilities.

- Inspect equipment/systems regularly for proper functioning and safety.
- Must be able to run errands, handle incoming and outgoing freight, lift and move heavy furniture and equipment, operate skidsteer/tractor/trailer and other transportation equipment.
- Must exhibit excellent customer service and a positive attitude towards staff members and patrons.
- Maintaining a proper inventory of equipment, supplies and other necessary items required to perform assigned duties.
- Complies with all federal, state, local and Facility regulations and procedures.
- Responds to emergency maintenance needs promptly during off-duty hours.
- Performs other duties as assigned

PHYSICAL REQUIREMENTS:

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant +67%
A. Standing				X
B. Walking				X
C. Sitting		X		
D. Bending/Stooping			X	
E. Reaching/Pushing/Pulling			X	
F. Climbing			X	
G. Driving		X		
H. Lifting (100 lbs. Max)		X		
I. Carrying (30 ft.)		X		
J. Manual Dexterity Tasks:				X

OTHER REQUIREMENTS: (Intellectual, Sensory)

- Good working relationship with co-workers.
- Visual acuity in performing tasks.
- Ability to follow directions.

WORKING CONDITIONS:

- A. Inside Primarily Outside Both
- B. Climatic Environment: Extremes of weather in outside jobs. Heat and humidity in non-air-conditioned buildings.
- C. Hazards: Moving equipment/operating machinery, dust, fumes, combustible debris, heights, cleaning solvents, hot surfaces, steam, drafts.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____