

Job Description – Maintenance Manager

TITLE: Maintenance Manager

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Experience in building, equipment, and grounds maintenance.
3. Experience in scheduling, training, motivating, and supervising Custodial staff.
4. Pleasant personality, cooperative attitude, physical skills and stamina to perform essential duties.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Facilities Director

JOB GOALS: To assure the smooth and efficient operation of the school plant.

PERFORMANCE RESPONSIBILITIES:

1. Assists the Facilities Director with day-to-day operations, by regular attendance, and following the assigned work schedule.
2. Provides supportive services in the areas of building, grounds, custodial care, environmental systems, and safety.
3. Assists with maintenance activities, and provide quick turn around on maintenance work orders.
4. Assists with a preventive maintenance program.
5. Assists with inventory control and material purchasing procedures to ensure effective and efficient application of school system resources.
6. Assists with custodial personnel to include training, equipment, and supplies acquisition and supervision during holidays and school breaks.
7. Maintains safety procedures for the school system.
8. Performs other related duties as assigned by the Facilities Director.

TERMS OF EMPLOYMENT: Twelve-month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.