

**TITLE** **Director of Maintenance**

**QUALIFICATIONS**

1. Management experience desirable;
2. Practical experience in carpentry, plumbing, electricity, refrigeration, and Related fields;
3. Knowledgeable of school plant maintenance and operation; and
4. Meets necessary health and physical requirements.

**JOB GOAL** **To ensure that all buildings and equipment are maintained in a clean and orderly condition so that full use of them may be made at all times.**

**ESSENTIAL FUNCTIONS**

1. Provide a physical learning environment at each school that is safe, clean and attractive;
2. Comply with all pertinent rules and regulations (local board policy, as well as state and federal);
3. Keep all school sites in good repair. Plan and schedule the maintenance and repairs of buildings and grounds. Check periodically with school principals about their satisfaction in regard to specific work orders;
4. Review applications for maintenance positions and make recommendations of maintenance personnel for employment;
5. Make and coordinate work assignments of maintenance personnel;
6. Establish a Five-Year Preventive Maintenance Plan for the school system which includes all buildings and grounds;
7. Comply with all policies, rules and regulations in regard to proper bidding and purchasing. Make proper requisitions for the purchase of all maintenance supplies and equipment subject to approval by the Director of Schools;
8. Fill request for custodial and other school supplies requisitioned by the school principal, deliver needed supplies to the schools on a regular schedule;
9. Work with school principals and custodians in efforts to see that school grounds and property are maintained in an orderly state or repair;
10. Make reports to the Supervisor – Transportation, Safety, and Facilities and Director of Schools of any accidents in his department;
11. Keep time sheets of all maintenance employees and approves the use of available vacation days;
12. Furnish estimates of repair costs and materials when requested;
13. Is safety conscious and alert to potential hazards;
14. Maintain architectural drawings and records of remodeling or alterations to school plants;
15. Make maintenance reports to board of education, upon request; and
16. Perform other duties as assigned by the Supervisor – Transportation, Safety, and Facilities and the Director of Schools.

## **PHYSICAL DEMANDS**

This job may require lifting of objects that exceed fifty (50) pounds, with frequent lifting and/or carrying of objects weighing up to twenty-five (25) pounds. Other physical demands that may be required are as follows:

1. Lifting, carrying, pushing and/or pulling
2. Climbing and/or balancing
3. Stooping, kneeling and/or crawling
4. Reaching
5. Talking
6. Hearing
7. Seeing

## **VOCATIONAL PREPARATION**

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

## **TEMPERAMENT (Personal Traits)**

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people beyond giving and receiving instruction.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

## **CAPACITY AND ABILITY REQUIREMENTS**

Specific capacities and abilities may be required of an individual in order to learn or adequately perform a task or job duty.

1. *Intelligence:* The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal:* Ability to understand meanings of words and the ideas associated with them.
3. *Spatial:* Ability to comprehend forms in space and understand relationships of plane and solid objects.
4. *Form Perception:* To make visual comparisons and discriminations and see slight differences in shapes and shadings.
5. *Manual Dexterity:* Ability to move hands easily and manipulate small objects with the fingers.

## **WORK CONDITIONS**

Experiences some physical discomfort due to being in various areas inside and on exterior buildings in varying weather conditions.

## **FLSA STATUS**

Qualifies for the **PROFESSIONAL EXEMPTION** from the requirements of the *Fair Labor Standards Act (FLSA)* in regard to overtime. The employee is not entitled to the overtime rate of pay (time and a half) when the employee works over forty (40) hours in the defined work week (from Sunday 12:01 a.m. and continues through the following Saturday at 12:00 p.m.).

## **GENERAL REQUIREMENTS**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

The Supervisor – Transportation, Safety, and Facilities as the immediate supervisor.