Hickman County Schools

Job Title: Maintenance Director

Reports to: Director of Schools

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* Collaborates with internal and external personnel for the purpose of implementing and/or maintaining services and programs.
* Develops a preventative maintenance program for the purpose of ensuring schools are maintained in a safe condition.
* Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
* Directs department operations (e.g. budgeting, safety programs, OSHA/TOSHA/AHERA, site repairs/construction, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
* Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
* Inspects all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
* Participates in meetings, workshops and seminars for the purpose of presenting, conveying and/or gathering information required to perform functions.
* Performs personnel functions for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
* Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity.
* Prepares a wide variety of written materials for the purpose of documenting activities, providing written reference, and/or conveying information.
* Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established guidelines, procedures, and policies.
* Establishes, collects and evaluates various performance metrics for the purpose of determining departmental performance, personnel recognition and/or correction, assist in funding allocation decisions, and to evaluate/support additional staffing.
* Prepares capital investment plans in support of short-term and long-term facility needs. Such plans require comprehensive project scoping, cost estimating and prioritization in support of sustaining district facilities in a good condition that fully supports the learning environment.
* Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
* Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide facilities services.
* Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns; Assesses incidents, complaints, etc. for the purpose of resolving or recommending a resolution to the situation.
* Oversight in operating/maintaining various water and wastewater treatment facilities in compliance with permits and state/federal regulatory agencies, in addition to specific environmental programs, managing asbestos building material, lead in drinking water, storm water control management.