

Assistant Director - Maintenance

1. Preferred – Associated degree but a minimum of a high school diploma/equivalent);
2. Minimum of five years of practical job-related experience and training in facility maintenance with increasing levels of responsibility;
3. Special skills related to the maintenance of the HVAC units, electrical and plumbing equipment; and
4. Meets health and physical requirements.

To assist the Maintenance Supervisor in the management the operations of the Maintenance Department

To maintain the Franklin County High School site in excellent condition including HVAC units, electrical and plumbing so that full use of the facilities may be made at all times.

1. Assist the Maintenance Director in the daily operations of the department;
2. Assist in the management of maintenance employees- matching skills with system's facility needs and projects;
3. Collaborate with internal and external personnel to implement and support facility maintenance and facility services.
4. Maintain the system's Asbestos Management Plan (AMP); coordinates asbestos bi-annual surveillance of asbestos containing materials (ACBM) in schools, three-year AMP inspections, containment of any disturbed asbestos, and recommends plans for removal of ACBM in schools. Ensure compliance with all relevant state, Federal, and local regulations and guidelines.
5. Monitor system and department safety and preventative maintenance programs to ensure schools are maintained in a safe condition and in compliance with agencies like EPS, OSHA, TOSHA.
6. Respond to emergency situations during and after standard working hours to resolve immediate safety concerns.
7. Serve as head of maintenance in the absence of the Director
8. Perform other related duties as assigned to ensure the efficient and effective functioning of the maintenance department.
9. Continue to work as the Utility Specialist at FCHS, working directly with maintenance employees there to maintain that site; and
10. Perform other work-related duties as assigned by the Maintenance Director and/or Director of Schools.

This job may require lifting of objects that exceed seventy-five (75) pounds, with frequent lifting and/or carrying of objects weighing up to fifty (50) 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.
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 adequately learn or perform a task or job duty.

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

WORK CONDITIONS

Experiences some physical discomfort due to exposure to weather conditions and dust.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

SUPERVISION

Works under the direction of the Maintenance Supervisor

Works very closely with the Principal of Franklin County High School

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.