

TITLE

Director – Maintenance

QUALIFICATIONS

- High school diploma or equivalent, preferred
- Work skills in area of heating and cooling operations, plumbing and electrical work, etc.
- Ten (10) **years** of work experience in related field.
- Supervisory skills, preferred

JOB GOALS

- To supervise, schedule, and monitor the work activities of employees engaged in maintenance activities;
- To monitor buildings for needed repairs and potential safety problems;
- To maintain safety program for maintenance employees;
- To work with others to purchase materials needed for maintenance work;
- To maintain inventory control for miscellaneous supplies;
- To review electric and water bill for **excessive** usage; and
- To assist as needed on any air conditioning, heating, ventilating or cooling problem as well as electrical or plumbing problem.

ESSENTIAL FUNCTIONS

1. Supervise, schedules and monitor the work activities of employees in maintenance activities, ensuring that job assignments are performed in a timely, efficient, and accurate manner.
2. Make work assignments and maintain the flow of work to employees to utilize available skills, knowledge, and experience to best advantage to attain most favorable work performance.
3. Monitor buildings for repairs needed and potential safety problems by periodically inspecting roofs, ceilings, heating equipment, air conditioning equipment, cafeteria equipment, and electrical and plumbing systems.
4. Assist in the inspection and mechanical repair of tractors, vehicles, and other equipment.
5. Maintain records of vehicle servicing including record of servicing, parts replaced or repaired, types of models of vehicles and parts, and fuel usage.
6. Maintain safety programs for maintenance employees by monitoring work methods, posting safety bulletins, making necessary changes in equipment handling or usage, and presenting safety seminars and meetings; reviews kitchen and food service workers to maintain safety in the food service department.
7. Seek the assistance of the Shipping/Receiving and Purchasing Agent for Maintenance in purchasing materials needed for maintenance work by first estimating costs of materials, preparing lists/bids for materials and equipment needed, receiving, reviewing and deciding on bids with the finance director.
8. With the help of the Shipping/Receiving and Purchasing Agent for Maintenance, maintain inventory control for miscellaneous supplies such as light bulbs, paper towels, toilet paper, and

other items by estimating amounts needed, requesting items to be ordered, and keeping records of receipts and disbursement of supplies; periodically does a manual count of inventory.

9. Review electric bills and water bills for excessive usage; when/if excessive usage is demonstrated, checks equipment and line for operation problems.
10. Assist as needed on any air conditioning, heating, ventilating, or cooling problem by diagnosing problem and repairing or replacing parts.
11. Assist as needed on any plumbing or electrical repair or installation.
12. Keep maintenance building clean, attractive, and safe for personnel.
13. Perform other work-related duties or responsibilities as assigned by the Director of Schools.

PHYSICAL DEMANDS

This job may require lifting of objects that may 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. Pushing and/or pulling
2. Stooping and/or kneeling
3. Reaching
4. Talking
5. Hearing
6. Seeing

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. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Spatial*: Ability to comprehend forms in space and understand relationships of plane and solid objects.

5. Form Perception: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
6. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
7. Data Perception: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal maintenance working environment – both inside and outside. Normal work hours will be from 7:00 am until 3:00 pm with the complete understanding that these hours will vary with the specific needs of the job. This supervisor is expected to work 250 days (the school year of 200 days plus 50 additional days)

Is deemed EXEMPT 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.