



Title:	Maintenance Director
Reports to:	Assistant Superintendent of Administrative Services
Terms of Employment:	12 Months
Salary:	TBD

GENERAL STATEMENT OF JOB

Under limited general guidance, performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in coordinating and directing the maintenance activities in the Maintenance Division of the Auxiliary Services Department. Work involves developing, implementing, coordinating, directing and supervising the maintenance of school system buildings, grounds, and equipment; overseeing all repair and preventive maintenance work on buildings and all associated building systems; and monitoring work performed by contractors who supplement maintenance personnel for repairs and services. Work also involves the administration of contracts for all operating and modernization activities including request for quotations, bid solicitation, contract award, pre-construction conferences, etc., as well as preparing required routine reports. Employee must exercise considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and scheduled; repair work is accomplished in a timely, safe and proper manner, personnel are efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained. Employee must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials. Reports to the Assistant Superintendent of Administrative Services

MINIMUM TRAINING AND EXPERIENCE

- Bachelor's degree (Preferred) in construction engineering, construction management, or a related field, with;
- 6 to 9 years of supervisory or management experience in construction or building maintenance; or any equivalent combination of training and experience that provides the required skills, knowledge and abilities

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

- Plans, develops, and executes the maintenance programs using the best technical information and industrial techniques available.
- Develop annual budget deemed necessary by the Superintendent or Associate Superintendent
- Maintains and repairs all buildings and grounds in a safe manner, guaranteeing the safety of all students, employees, and visitors at all times.

- Directly supervises the day-to-day activities of the Maintenance Division and subordinate employees in the Maintenance Division; develops and implements long range planning.
- Prepares and presents oral and written reports to superiors, other departments, school officials;
- Prepares and presents annual maintenance budget proposal.
- Evaluates and creates reports regarding the condition of buildings and sites, recommending improvements or modifications as necessary; evaluates and recommends methods to optimize usage of available space; coordinates and supervises demographic studies that estimate future enrollment and the impact on school facilities.
- Coordinates the development of the school system's long-range facilities plan; develops and monitors facility standards to meet program needs; coordinates and supervises the preparation of specifications; estimates the cost of proposed construction projects; estimates the cash flow requirements for proposed and ongoing projects.
- Causes vacant positions to be advertised; screens panel results and selects qualified applicants. Develops and implements all staff development training, Maintenance Management Programs, Preventative Maintenance Programs, Quality Assurance Programs, Health Safety Programs and Security Programs; coordinates policies and procedures enforcement, performance evaluations and related personnel matters; attends various departmental and staff meetings; meets with superiors, other department staff, subordinates, supervisors, and school officials to determine concerns and problems for immediate resolution.
- Evaluates and records personnel performance; reviews all personnel performance evaluations of the Maintenance Division; administers discipline and conducts personnel grievance hearings. Initiates the preparation of plans and specifications suitable for bidding; monitors to completion the work of contractors performing routine, non-routine, and extra-ordinary work; performs final review of work performed.
- This position directs the overall technical training activities for maintenance personnel.
- Prepares and develops new procedures or standards for the maintenance staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing cost and improving service to residents.
- Stays abreast of new developments, regulations, policies and procedures related to all maintenance functions mandated by federal, state and local officials; adheres to federal, state, and local laws, policies, standards and procedures as they relate to contracting maintenance purchasing and the successful operation of a maintenance division.
- Determines material usage, establishes stock levels, and establishes sources for purchasing stock required by the Division related to all maintenance functions and trades.
- Prepares purchase requisitions; countersigns requisitions prepared by others; and approves emergency purchases on blanket orders.
- Reviews all invoices for completeness, appropriateness and cost effectiveness; certifies for payment all invoices for services and materials for the Division.
- This position requires the Director of Maintenance to be a part of the Inclement Weather Team and perform duties associated with inclement weather.
- All other duties assigned by the Superintendent

SPECIAL REOUIREMENT

This employee must possess of a valid driver's license issued by the state of North Carolina. This employee must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by the Scotland County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM OUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, farm equipment, trades equipment, heavy equipment, various hand tools, etc. This employee must be physically able to operate motor vehicles. This employee must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: This position requires the ability to speak and/or signal people to convey or exchange information, which includes giving instructions, assignments, or directions to subordinates.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, invoices, blue prints, etc. This position requires the ability to prepare correspondence, reports, forms, statistical analysis, performance plans, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. This position requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. This employee must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, legal, accounting, mechanical, and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference, and statistical theory.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and

shape.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as small hand tools. This employee must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) This employee must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal regulations, policies and procedures regarding all maintenance functions, including contracting and purchasing are required.

This position requires considerable knowledge of modern industrial techniques.

This position requires considerable knowledge of the methods and procedures used in preparing bid specifications.

This position requires considerable knowledge of the formal and informal bid processes.

This position requires considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

This position requires considerable knowledge of proper safety precautions regarding building, grounds and equipment maintenance.

This position requires considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

This position requires considerable knowledge of the current literature, trends, and developments in the field of building, grounds and equipment maintenance.

This position requires considerable knowledge of the principles of supervision, organization and administration.

This position requires the ability to use common office machines and popular computer-driven word processing, including use of spreadsheets, and file maintenance programs.

This position requires the ability to maintain routine administrative reports and records.

This position requires the ability to develop and implement department policies and procedures.

This position requires the ability to monitor and review contract work for quality.

This position requires the ability to effectively express ideas orally and in writing.

This position requires the ability to establish and maintain effective working relationships as necessitated by work assignments.

Develop annual budgets (Capital Outlay, Current Expense)

Oversee use of budgets during year

Responsible for the maintenance and welfare of all facilities and sites in the district

Manage Maintenance Department Staff of roughly 20 employees

Awareness of all capital needs in the school district and prioritize for the 5 year plan

Keep Administrators briefed and informed of all situations concerning their facility

Other duties and responsibilities as assigned by the Superintendent or designee

