

## **MAINTENANCE DIRECTOR**

### **Purpose Statement**

The job of Maintenance Director was established for the purpose/s of directing maintenance services; providing information and serving as a resource to the Operations Director and others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; and supervising and directing assigned staff.

This job reports to Chief Operating Officer

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### **Essential Functions**

- Assesses incidents, complaints, etc (e.g. building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Assists principals and other supervisors with building security for the purpose of ensuring the integrity and operational order of locks, doors, and windows.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) 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, 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 conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) 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 internal controls.
- Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.

- 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 services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.

## **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 25% walking, and 30% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience** Job related experience with increasing levels of responsibility is required.

**Education** Bachelors degree in job related area.

**Equivalency** None Specified

**Required Testing**

Alcohol and Drug Test

**Continuing Educ. / Training**

Successful completion of training toward licenser and/or certification in various areas of construction trades and maintenance practices

**Certificates & Licenses**

Valid Tennessee Driver's License & Evidence of Insurability

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**