

JOB DESCRIPTION
DIRECTOR OF MAINTENANCE

Board Approved March 12, 2014

GENERAL RESPONSIBILITY

In order to ensure and enhance a high quality learning environment, the Director of Maintenance is responsible for keeping all district buildings and grounds safe, functional, and secure in accordance with prescribed codes and established district policies and standards.

Essential Duties and Responsibilities

- Practice and promote safety at all times.
- Maintain and repair all district facilities.
- Maintain and repair district grounds, playgrounds and equipment.
- Maintain work related records and prepare work reports as directed including an annual facilities/maintenance report to the School Board.
- Develop and maintain inventories of equipment, tools, and other supplies.
- Identify and schedule work to be performed during summer, winter, and spring break.
- Maintain current files and records of building plans and specifications.
- Develop and maintain a maintenance schedule for equipment and buildings.
- Be available as needed for emergency repairs, equipment monitoring, or special needs that fall outside of normal working hours.
- Attend any district meetings concerning facilities/maintenance.
- Stay abreast of new issues and trends in facilities/maintenance and attend any training sessions as required by the administration.

Required Knowledge, Skills and Abilities:

- Be able to work and interact with all other school personnel and students in a cooperative, collaborative and courteous manner.
- Be able to safely lift 40 pounds and carry more than 50 feet throughout the day and safely lift 80 pounds to waist height.
- Be able to walk, stand, kneel, reach, balance, bend over and other physical activities as required throughout the day.
- Be able to safely work at heights in excess of 10 feet from ladders, roofs, man-lifts, etc.
- Be adaptable to varying temperatures, climates and environments encountered indoors and outdoors.

- **Demonstrate knowledge of appropriate and safe usage of all district equipment and tools.**
- **Demonstrate basic knowledge of electricity and electrical circuits.**
- **Maintain a valid driver's license**
- **Demonstrate a knowledge and aptitude for basic construction-related skills.**

The Director of Maintenance is a twelve (12) month classified (at-will) position.

Direct Supervisor for Maintenance Director is the Superintendent of Schools.

Performance of this position will be evaluated annually by the superintendent of Schools or his/her designee.