

JOB TITLE: Director of Maintenance
REPORTS TO: Superintendent
WORK YEAR/DAY: 260 Days
SALARY GRADE: Classified- Schedule II

SCOPE OF RESPONSIBILITIES:

Responsible for the operation and maintenance of the physical plant and the maintenance and care of the grounds. Supervises other maintenance and custodial personnel.

PERFORMANCE RESPONSIBILITIES:

1. Identifies current and future maintenance requirements of school and district office by coordinating with administrators, local/state/federal staffs, tradesmen, technicians, vendors and other persons in a position to understand maintenance requirements.
2. Identifies requirements for an annual maintenance budget, preparing recommendations for capital and renovation expenditures, scheduling expenditures, coordinating projects with superintendent and finance officer, and anticipating long-term issues.
3. Supports educational environmental development and improvements by reviewing new products, equipment, and systems.
4. Designs, implements and modifies preventative maintenance programs.
5. Protects staff, students and visitors by maintaining a safe educational environment.
6. Assures the training and annual evaluation of housekeeping staff.
7. Complies with federal, state, and legal requirements and district policies by studying policies and existing and new legislation, by ensuring adherence to requirements, and by advising administration on needed actions.
8. Provides general and preventative maintenance to the school system's physical plant, HVAC and grounds.
9. Assures that the boiler is in good operating condition before the winter heating season and operates the boiler to assure there is adequate heat in the building.
10. Reports to the Superintendent any repairs that are needed to the physical plant, boiler or grounds that are beyond the capabilities of the staff.
11. Schedules and supervises all work of the custodians and maintenance employees.
12. Orders all maintenance supplies for the school following approved purchasing procedures.
13. Works evenings and weekends as needed during emergencies, inclement weather events and peak times to ensure that any facility and grounds needs are reported to the superintendent and that approved work is scheduled and completed to provide a safe working and learning environment.
14. Daily walk the entirety of property and physically evaluate all spaces of facility.
15. Performs other duties as assigned by the Superintendent.

MINIMUM QUALIFICATIONS:

1. Experience in the operation and maintenance of a boiler.
2. Experience in and ability to perform and / or oversee general maintenance and repair work including carpentry, electrical and plumbing tasks.
3. Experience in cleaning.
4. Experience in supervision.
5. Ability to follow district policies and procedures.
6. Valid Kentucky driver's license
7. High School diploma or G.E.D.
8. Clear criminal background check (upon offer of employment)
9. Minimum of 3 references.

PHYSICAL DEMANDS

1. Requires the ability to lift, carry, push or pull light weights.
2. Requires bending, squatting, crawling, climbing, and reaching.
3. Requires the use of hands for simple grasping and fine manipulations.
4. Requires the ability to communicate effectively using speech, vision and hearing.
5. Work is performed while standing, sitting and/or walking.

PREFERRED

HVAC Certification & Licensure

Electrician Certification & Licensure

Plumbing Certification & Licensure