

**Director of Maintenance Operations**  
**New Hanover County Schools**

**Job Description**

**Class: Administrative**  
**Dept: Maintenance Operations**

**Title: Director**

**Qualifications:**

1. Bachelor's Degree in business administration, public administration, facilities management, or a related field. Master's degree preferred.
2. Eight years of supervisory or management experience in complex maintenance, project management, or related field, supervising highly technical areas of responsibility.
3. Other qualifications as the Superintendent and/or Board of Education may deem appropriate.
4. In lieu of the above, any equivalent combination of education and experience.

**Reports to:** Assistant Superintendent of Operations

**Job Goal:** To effectively manage, direct, and coordinate the responsibilities of Maintenance Operations Department for New Hanover County Schools

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

1. Manages and coordinates the scope of responsibility of the Maintenance Operations Department, including: Skilled Trades ( HVAC, electrical, plumbing, carpentry, and painting), Administrative Services (accounting, budgeting, construction project management, CADD operations, and work orders), Supplemental Services (custodial inspections, custodial training, custodial backup, grounds keeping, air quality and energy controls), Integrated Pest Management and safety programs.
2. Supervises day-to-day activities of the Maintenance Operations Department and subordinate employees.
3. Develops and administers department budget; approves and coordinates departmental purchases.
4. Plans, develops, and executes programs to ensure efficient and effective maintenance operations, encompassing both short-term and long-range planning.
5. Oversees highly technical maintenance and repair of building systems and ensures the effective and efficient delivery of maintenance services.

6. Ensures timely responsiveness of maintenance services for all schools within the New Hanover County School system at all times, including nights and holidays.
7. Evaluates information, creates reports, compiles data, and maintains inventories and records of systems, including but not limited to school HVAC systems, drawings for building renovations, site data, Maintenance Department tools and equipment, vehicles, and other.
8. Serves as liaison to the Assistant Superintendent of Operations.
9. Conducts personnel administrative duties, including but not limited to personnel evaluations, hiring, terminating, and ensuring compliance with all policies and procedures of New Hanover County Schools.
10. Ensures compliance with all applicable laws, rules, regulations, policies and procedures.
11. Performs other duties and responsibilities as requested by the Assistant Superintendent of Operations.

*The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.*

**Terms of Employment:** Twelve month work year/At Will/FLSA Exempt

**Starting Salary and/or Grade:** SA V

**Evaluation:** Performance will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

**Knowledge, Skills, and Abilities:**

- Ability to effectively manage and direct large and complex programs, supervise employees, and administer a budget.
- Ability to provide leadership and evaluate new and existing programs.
- Ability to create new programs or activities to improve overall operations and delivery of programs.
- Considerable knowledge of local, state, and federal regulations; best practices with regard to maintenance programs; safety regulations; and personnel practices.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain effective working relationships with principals, administrators, and others.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.