

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

**Job Description**

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

**TITLE:** Assistant Director of Maintenance Operations

**QUALIFICATIONS:**

1. Bachelor's degree in Public Administration, Business Administration, Facilities Management, or related field, or an equivalent combination of education and experience
2. At least six years of experience with budget analysis and preparation, contract preparation and administration, report preparation and presentation. At least three of the six years of experience must be at the supervisory level. Experience in facility maintenance and mechanical trades preferred.
3. Valid North Carolina driver's license

**REPORTS TO:** Director of Maintenance Operations

**JOB GOAL:** To assist the Director of Maintenance Operations by responding to and resolving complex and sensitive inquiries and concerns from the district's staff, provide daily leadership, and work with staff to ensure high performance and a customer-oriented work environment that supports achieving the district's mission, vision and values.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

1. Follow all the rules, regulations, and procedures required by Maintenance Operations; ensure staff follow departmental procedures and New Hanover County Schools' policies in accordance with local, state and federal guidelines.
2. Serve as a resource for the Director of Maintenance Operations during goal setting, budget preparation, needs assessment, program evaluation and analysis, and contract preparation.
3. Demonstrate ability to manage balanced operational budget and finances in a highly regulated, complex environment.
4. Provide daily leadership and work with staff to ensure high performance in a customer-oriented work environment that supports achieving the district's mission, objectives and values regarding team building and employee empowerment; apply improvement and quality management principles to assigned areas of responsibility.
5. Participate in long-term planning to assess the department's future purchasing needs; prepare operating budget and make recommendations; authorize the purchase of materials, tools, equipment, and supplies; monitor work activities and expenditures to control costs.

6. Assist with developing specifications for projects and annual contracts. Monitor the performance of contracted services; monitor payments to contractors; service contract specifications for annual rebid and renewal.
7. Demonstrate superior verbal and written communication skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; interact with school officials, administrative staff, contractors, and the community.
8. Prepare and submit, to the Director of Maintenance Operations, weekly work summary reports, periodic and special reports. Assess and prioritize deferred maintenance needs and participate in planning, design, and completion of the district's capital projects.
9. Assume on-call responsibilities, as needed, in emergency situations.
10. Perform related duties and responsibilities as requested by the Director.

*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 III

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

**Knowledge, Skills and Abilities:**

- Ability to be a self-starter, proactive in leading the Maintenance Operations team in an effective and professional manner as well as be proficient with the details of project management and operations including fiscal responsibilities at a university/college/school-level or similar organization.
- Must be detail oriented and possess strong organizational and interpersonal skills.
- Ability to communicate effectively, both orally and in writing, and to effectively maintain good working relationships and to convey ideas with clarity and precision.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, recommend best alternative options, and implement approved solutions in support of goals.
- Mathematical, statistical, and accounting skills necessary for the collection, manipulation, interpretation, and presentation of relevant data; ability to prepare clean and concise administrative and financial reports.
- Ability to interpret, explain, enforce, and apply federal, state, and local policies, laws, and regulations.
- Effective supervisory and personnel management skills. Ability to accomplish multiple tasks concurrently with minimal supervision and to manage a heavy workload with multiple deadlines and competing priorities.
- Ability to exceed all targets by demonstrating high energy and extraordinary, natural leadership.

- Ability to be an aggressive self-starter to naturally aspire to surpass benchmarks, exceed goals, and understand team results are directly affected by passion, commitment, resourcefulness, resilience, and leadership.
- Superior relationship-management skills in order to excel at developing, inspiring, and influencing others without sacrificing accountability.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.