

WAUNAKEE COMMUNITY SCHOOL DISTRICT

MAINTENANCE DIRECTOR

(Job Description)

- QUALIFICATIONS
- 1) High school education
 - 2) Mechanical abilities and training
 - 3) Ability to organize and manage people
 - 4) Any qualifications the Board of Education may deem necessary or desirable.

REPORTS TO: Facilities Director

GENERAL FUNCTIONS:

The primary area of responsibility is that of coordinating the maintenance of the buildings and grounds.

SPECIFIC DUTIES AND RESPONSIBILITIES:

A. Personnel

The Director of Maintenance will:

1. Be responsible for evaluations and supervision of maintenance staff and seasonal groundskeepers. This includes recommendations to the Facilities Director related to the performance of any maintenance staff member.
2. Be responsible for scheduling maintenance staff and seasonal groundskeepers in cooperation with the Director of Facilities.
3. Recommend and encourage maintenance staff to attend workshops, seminars, etc. to improve their performance.

B. Finance and Budget

The director of maintenance will:

1. Help develop the District's maintenance budget in cooperation with the Director of Facilities.

C. Other Duties and Responsibilities

The Director of Maintenance will:

1. Provide for the maintenance of all District facilities.
2. Member of District Safety Committee.
3. Arrange for the maintenance of school vehicles -- bus, truck, vans, etc.

4. Serve as representative on all building projects involving contractors/architects as assigned by the Facilities Director.
5. Maintain twenty-four (24) hour on call status for emergency situations.
6. Perform additional responsibilities deemed appropriate and assigned by the superintendent or Facilities Director.

TERMS OF EMPLOYMENT

Twelve months per year with salary, fringe benefits and other conditions of employment to be established by the District Administrator and approved by the Board of Education.

EVALUATION

Performance of this position will be evaluated annually in accordance with provisions established in Board Policy and administrative regulations pertaining to the evaluation of administrative support personnel.

Adopted: 7/7/97

Waunakee Community School District