

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Assistant Director of Maintenance (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. High school diploma.
3. Three (3) years of professional experience in the supervision of maintenance services at the management level with experience in supervising at least twenty (20) employees and multiple job sites.
4. College degree in Business or Engineering desired, but not required.

SUPERVISES: Maintenance personnel

JOB GOAL: To assist the Director of Maintenance and Custodial Services in maintaining the best educational facilities possible.

JOB SUMMARY: Responsible administrative supervisory work in assisting the Director of Maintenance and Custodial Services to coordinate the activities of numerous groups of maintenance and labor workers in performing specialized construction and maintenance activities of all crafts.

ESSENTIAL JOB FUNCTIONS:

1. Assists Director of Maintenance and Custodial Services in planning and coordinating all phases of the facilities maintenance activities.
2. Assists Director of Maintenance and Custodial Services in preparing all written reports required for the efficient operation and performance evaluation of his/her office.
3. Assists Director of Maintenance and Custodial Services with interviews of applicants in the Maintenance Department.
4. Evaluates and counsels maintenance personnel for promotions or deficiencies.
5. Assists Director of Maintenance and Custodial Services in preparing maintenance budget.
6. Assists Director of Maintenance and Custodial Services in coordinating site maintenance, equipment maintenance, and safety maintenance training.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

Other related duties as assigned by appropriate supervisor.

PHYSICAL DEMANDS:

While this position is of an administrative and supervisory nature, certain physical demands are required of incumbent.

1. Must be in good health.
2. Must possess the physical strength and stamina to perform job responsibilities.
3. Ability to climb ladders or to position oneself in the inspection of buildings, grounds, and other structures and facilities.

ENVIRONMENTAL CONDITIONS:

The Assistant Director of Maintenance performs his/her duties both inside and outside. The incumbent can be exposed to temperature variations of hot and cold. Surfaces may be wet, slippery, and of a variety of inclines.

TERMS OF EMPLOYMENT: Twelve (12) months per year; salary in accordance with current salary schedule.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, update, or change the job and any/all duties due to change in job content, organizational structure, or state or federal laws.

Approved by: _____ **Date:** _____

Reviewed and Agreed to by: _____ **Date:** _____
(Incumbent)

Incumbent's Name (Please Print)

Employee Identification Number

Original- Human Resources
(Rev. 10/07)

Copy- Supervisor

Copy- Employee