

ST. TAMMANY PARISH SCHOOL BOARD
Covington, Louisiana

JOB DESCRIPTION

TITLE: Director of Maintenance and Custodial Services (FLSA: Exempt)

MINIMUM QUALIFICATIONS:

1. U.S. citizen or authorized alien.
2. High school diploma.
3. Five (5) 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. Physical and mental stamina and abilities to perform job functions, tasks, and duties.

DESIRABLE QUALIFICATIONS: College degree desired.

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

REPORTS TO: Associate/Assistant Superintendent

SUPERVISES: Maintenance and custodial personnel.

JOB GOAL: To assist the Superintendent in maintaining the best educational facilities possible.

ESSENTIAL JOB FUNCTIONS:

PERFORMANCE RESPONSIBILITIES:

- Plans and coordinates all phases of the facilities maintenance and custodial activities.
- Prepares all written reports required for the efficient operation and performance evaluation of his/her office.
- Interviews and recommends applicants to Superintendent in the Maintenance Department.
- Evaluates and counsels maintenance and custodial personnel for promotion or deficiencies.
- Aids in preparing annual maintenance and custodial budget.

PROFESSIONAL DEVELOPMENT-PLANS FOR PROFESSIONAL SELF-DEVELOPMENT:

- Uses evaluations to grow professionally.
- Participates in activities that will facilitate professional growth and development.
- Makes use of recommendations for improvement.

DISTINGUISHING FEATURES OF CHARACTERISTICS OF WORK:

- Responsible for administrative supervisory work in coordinating the activities of numerous groups of maintenance, custodial, and labor-workers in performing specialized construction, maintenance, and custodial activities. The incumbent of this position determines his/her own work methods and is expected to act on his/her own discretion.

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 Department
(Rev. 4/2021)

Copy- Supervisor

Copy- Employee