

Director of Maintenance
Fiscal Analysis/Budget; BOE Policy and Regulations; Building Code and Regulations; Warranty and Property Damage; Staff Development; Facility Condition / Assessment Management; Capital Project Development, Program Manager

Fiscal Secretary
Service Contract Maintenance; Fiscal Analysis/Budget; Correspondence, Purchasing,

Work Order Specialist
Direct work order to appropriate Trade Shop; Captures cost and labor data; Facilities Preventative Maintenance tasks and schedules; Assets Management; Inventory Management Support

Project Coordinator/Facilities Specialist
Project, Scope Development; Project Coordination; Facility Inspection, Project Development

Account Clerk
BOE Employee Payroll; Accounts Receivable/Accounts Payable; Fiscal Reporting

Building Trades Foreman
Manage and coordinate workflow, Quality Control

Engineering Trades Foreman
Manage and coordinate workflow, Quality Control

Team Leader
Field Supervision; Contracted Services Supervision

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Field Supervision; Contracted Services Supervision

Areas of Responsibility
Flooring systems; Doors - locks/closures/hardware; Roof repairs - built-up/shingles; Carpentry; Cabinets/shelves/furniture repair; Lockers; Bleachers - inspections/repairs; Painting - interior/exterior; Glass replacement - doors/windows; Sign preparation and name plates; Parking - facility marking/maintenance; Ceiling systems; Drywall finishing; Playground equipment; Logistics; Special Event Preparation; Grounds and Landscaping

Areas of Responsibility
Irrigation systems; Electrical distribution systems; Plumbing fixtures and systems; Lighting systems; Sanitary systems; Water testing – potable; Fire protection systems; Alarm systems - fire/security; Air conditioning systems; Heating systems; Compressed air systems; Refrigeration/food service equipment; Vehicle Maintenance; 108 Fleet Vehicles; 24 School Buses