

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

DIRECTOR OF MAINTENANCE I

POSITION: Director of Maintenance I

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Director of Maintenance I is responsible for the supervision and administration of the Department of Maintenance.

ESSENTIAL FUNCTIONS:

- Directs and evaluates maintenance employees to include recommending the employment of new personnel, scheduling and prioritizing work to be done by maintenance staff, approving leave requests, and completing necessary personnel forms;
- Directs the planning, development, implementation, administration, and evaluation of the school system's maintenance of physical plant and preventive maintenance programs, including facility management and environmental systems, controls, and regulatory compliance;
- Develops, prepares, and administers the budget for maintenance including maintenance of building, grounds, general safety, and general equipment;
- Possesses knowledgeable of negotiated agreements;
- Demonstrates skills in making presentations;
- Possesses thorough knowledge in the development of and participation in the development of a Capital Plan;
- Possesses thorough knowledge of principles, practices, methods, and procedures for establishing and maintaining an effective building and equipment maintenance program, including determining effective maintenance schedules, determining equipment and human resource needs, ensuring safe, proper, and effective maintenance activities;
- Possesses thorough knowledge of safety standards, procedures, and practices pertaining to building and equipment maintenance and the use of power and hand tools and mechanized equipment;
- Possesses thorough knowledge and experience of structural, mechanical, and electrical systems for institutional facilities;
- Possesses thorough knowledge of School Board policies, goals, and objectives pertaining to building and equipment maintenance;
- Possesses the ability to communicate effectively, both orally and in writing;
- Possesses the ability to establish and maintain effective working relationships with subordinate employees, school officials and administrators, contractors, local and state agencies, vendors, and suppliers;
- Demonstrates familiarity with building energy conservation concepts and programs;
- Possesses thorough knowledge of safety and environmental issues;
- Possesses the ability to read and understand building-related blueprints; and
- Possesses the ability to integrate maintenance and operational needs into proposed projects and specifications.

DUTIES AND RESPONSIBILITIES:

- Plans, directs, and evaluates a comprehensive maintenance program for all school system buildings and grounds;

- Establishes as needed direct evaluations of all school buildings and grounds to ensure safety, timely repairs, preventive maintenance, and energy conservation;
- Completes periodic written reports of accomplished work for the Assistant Superintendent of Supporting Services;
- Maintains designated climate control systems, heating systems, and appliances in cafeterias;
- Prepares and monitors the maintenance budget, maintaining cost records for all repairs and purchasing materials and tools in compliance with budgetary and purchasing regulations;
- Assures that adequate inventory of spare parts, supplies, and equipment is maintained;
- Prepares plans and specifications for contract maintenance;
- Coordinates the repair of school facilities with the Maryland State Department of Education, and Interagency Commission on School Construction, ensuring compliance with all applicable local, state, and federal regulations and laws;
- Plans and coordinates work of the various maintenance programs;
- Responds to customer concerns and questions, and advises/assists on all matters pertaining to facilities maintenance and repair;
- Provides all other director functions to ensure an effective in-house and contractual school maintenance program;
- Oversees the work order system and manages the Work Order Specialist;
- Reviews utility costs and initiates and modifies controls as required;
- Supervises and evaluates the Maintenance Staff; and
- Performs other duties as assigned.

QUALIFICATIONS:

- A master's degree in management, administration, education, or a related field;
- Two (2) years of related experience with employee relations, including supervisory responsibility;
- A combination of Ten plus (10+) years of relevant experience, applicable education, and training which would provide the knowledge, ability, and skills necessary to perform effectively in this position is required.
- Five plus (5+) years of senior management experience in either a large-scale physical plant maintenance or educational setting;
- Successful experience working in environments that require multitasking, problem-solving, collaboration, and attention to organization, detail, and meeting deadlines;
- Highly effective spoken, written, and electronic communicator with the ability to speak before large, diverse groups; and
- Meet the following Board of Education requirements in order to operate a Board of Education – Owned Vehicle (Board of Education Policy EEBA):
 - The applicant must have no more than four current points. (Out of State points will be converted to equivalent points under Maryland Law.)
 - The applicant must not have been convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range F.

BARGAINING UNIT ELIGIBILITY: SMASA