

Auxiliary Services Administrator
New Hanover County Schools

Job Description

Class: Administrative
Division: Operations
Dept: Maintenance Operations

TITLE: Auxiliary Services Administrator

QUALIFICATIONS:

1. Bachelor's degree in business administration, industrial management, industrial technology, or related field or an equivalent combination of education and experience.
2. Six years of increasingly responsible auxiliary services experience; two to six years at the supervisory level.
3. Valid North Carolina driver's license.
4. Valid N.C. Playground Safety Inspector Certification.

REPORTS TO: Assistant Director of Maintenance Operations

JOB GOAL: To coordinate and act as the administrator on all exterior projects related to land management and improvements. Serve as the point of contact for all ground maintenance projects, athletic fields, retention ponds and playground installations/repair for New Hanover County Schools.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules and procedures as required by Maintenance Operations, and ensure staff follows departmental procedures and New Hanover County Schools policies.
2. Administer the maintenance of school grounds including lawns, athletic fields, playgrounds, driveways, paths and parking areas and painting projects.
3. Oversee and conduct routine safety audits of New Hanover County Schools playground equipment, maintain playground equipment inventory record and coordinate the repairs and replacements of equipment as needed.
4. Oversee maintenance and storm water permits in accordance with state and local rules regarding Retention Ponds.
5. Coordinate pesticide applications on New Hanover County Schools school property.
6. Maintain short and long-term painting schedules for all New Hanover County Schools.
7. Submit cost estimates of materials and labor necessary for contract jobs and conduct quality checks of work in progress or upon completion to assure acceptability; monitor work of service contractors for adherence to plans and specifications.

8. Oversee all insurance claims regarding grounds issues.
9. Keep accurate records of work orders, inventory, and expenditures, and meet all schedules and deadlines on a timely basis.
10. Prepare and submit, to the Assistant Director, weekly project summary reports and annual budget requests.
11. Willing to be on-call in case of emergency.
12. Perform related duties and responsibilities as assigned by Director or Assistant Director.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve-month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: SA I

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Must be detail oriented and possess strong organizational and interpersonal skills.
- Ability to communicate effectively, both orally and in writing, and to effectively maintain good working relationships and to convey ideas with clarity and precision.
- Ability to read, interpret, enforce, and manage construction contract documents and architectural and engineering building designs.
- Knowledge of pertinent federal, state and local laws, codes and regulations related to construction.
- Ability to accurately identify pest problems and coordinate pest control services.
- Functional knowledge of the methods, equipment, and materials used in general maintenance of playground equipment; knowledge of playground safety standards directed by the Consumer Product Safety Commission.
- Ability to prioritize, plan, assign, coordinate, and direct the work of shop personnel and contractors.
- Ability to keep accurate records, coordinate written work requests and work orders, and maintain good inventory records.
- Physical dexterity to perform duties and responsibilities of the job, ability to bend, stoop, climb, and lift medium weights, up to 75 pounds.
- Ability to follow verbal and written instructions.
- Demonstrate good computer skills.