

OZARK R-VI SCHOOLS JOB
DESCRIPTION

TITLE: DIRECTOR OF GROUNDS AND MAINTENANCE

QUALIFICATIONS:

1. High school diploma supplemented by formal training in mechanical or related trade plus three years minimum work-related experience or any equivalent combination of education and experience.
2. Knowledge of electrical, refrigeration, HVAC, and grounds, equipment and principles and related maintenance methods and techniques.
3. Ability to perform tasks with minimum supervision.
4. Ability to coordinate and direct others.

REPORTS TO: Assistant Superintendent of Operations

JOB GOAL: To provide support and maintain the district's electrical, refrigeration, HVAC, and grounds, to supervise other maintenance employees and to conduct preventive maintenance inspections so as to maintain the physical school facilities in a condition of operating excellence, cleanliness and safety.

PERFORMANCE RESPONSIBILITIES:

1. Schedules preventive maintenance inspections; determines what equipment is broken or operating inefficiently.
2. Schedules repairs or replaces a variety of fixtures and equipment such as lights, electric motors, furnaces, stoves, kilns, washers, dryers, refrigerators, freezers, air conditioners, water coolers and ice machines.
3. Orders and processes supplies and equipment.
4. Advises Assistant Superintendent of Operations in determining when repairs can be done in-house and when outside professional assistance is required.
5. Serves with human resource authority and supervises other maintenance and grounds employees.
6. Serve as liaison to grounds and maintenance vendors utilized by the district.
7. Serve as a resource to district grounds and maintenance personnel.
8. Create and develop specifications for grounds and maintenance equipment, and responsible for requesting bids from vendors. Evaluates bids and proposals
9. Maintain a high level of security as entrusted with confidential information.
10. Administer the grounds and maintenance budgets.
11. Perform other duties and responsibilities as directed by the Assistant Superintendent of Operations.

PHYSICAL DEMANDS: Must be able to climb ladders, lift up to 70 pounds; ability to work in confined spaces for lengthy periods of time; repeated turning/twisting motions with all joints and waist; repeated push/pull on fingers, hands, wrists, shoulders, elbows and back; ability to stand in one location for up to one hour while working on equipment; climbing up and down; reaching and working with hands over head; repeated movements to and from the floor; standing and walking up to 8 hours; sitting/typing for up to 2 hours daily.

TERMS OF EMPLOYMENT: 12 month per school board policy GBDBA, compensation as per salary schedule.

TYPE OF POSITION: Exempt

EVALUATION: Annually by Assistant Superintendent of Operations

APPROVED BY SCHOOL BOARD: May 12, 2020