

Lauderdale County Schools  
Florence, AL

Job Description

Position: Director of Maintenance

**Department:** Business Operations

**Reports To:** Assistant Superintendent

**FLSA Status:** Exempt

**Contract Days:** 240 days

**Salary:** Based on the System Salary Schedule

**Qualifications:**

Certified

1. Minimum: from an accredited college or university.
2. Certified in accordance with the Alabama State Board of Education requirements.

Non-Certified

1. Minimum: High school diploma or equivalent
2. 10 years experience in field.

**Purpose of Job**

To oversee the maintenance and upkeep of all board of education facilities.

**Essential Duties and Responsibilities:**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Administer sound school plant management practices in order to meet the requirements of the daily instructional program.
- Supervise and assist employees in regard to construction and maintenance of school plant facilities.
- Administer the maintenance budget.
- Approve the maintenance timesheets.
- Authorize maintenance purchases in accordance with budgetary limitations and system rules.
- Maintain records of overall operations of maintenance.
- Maintain safety standards in compliance with state and federal regulations.
- Submit all reports required by state and federal authorities.
- Remain current in regard to the asbestos management plan.
- Attend appropriate job-related workshops or training sessions.
- Recruit, train and supervise maintenance personnel and to make recommendations in regard to employment, transfer and release of maintenance personnel.
- Prepare and/or secure specifications on all bid items to be purchased for maintenance and construction purposes.
- Interpret plans and specifications for projects.

- Responsible for wastewater management.
- Works closely with the Supervisor of Transportation on related matters.
- Must be available after hours for emergency situations.
- Performs such other tasks and assumes such other responsibilities as the Superintendent and/or Assistant Superintendent may .

**Additional Job Functions**

Perform other duties as assigned.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms. The employee is frequently required to stand, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception, and ability to adjust focus.

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time.

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

\*Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

**\*All employees hired on or after July 1, 2018 will be required to sign his/her job description that will be filed in his/her personnel record.\***

Approved May 30, 2018 Board Meeting (#18)