

Monroe-Gregg School District

Role Description



Job Title: Maintenance Director

Location: Maintenance Department

Job Group: Classified- Exempt (260 Days)

Reports to: Superintendent

The maintenance director is a senior leadership position serving as a cabinet officer in the organization. The primary responsibility of this position is to direct all maintenance functions for the district. Duties involve directing the scheduling and operation of maintenance work, requisitioning materials, tools, and equipment or technical specifications needed, and supervising and inspecting all work performed. The position is responsible for oversight of the custodial director and custodial staff to assure a safe and attractive learning environment for students and staff.

Essential Responsibilities:

- Determines the need for renovation, carpentry services, plumbing, electrical, etc. and prepares work priorities.
- Develops and executes maintenance and construction programs.
- Initiates action to correct or repair damaged property and inspects work upon completion.
- Maintains an organized inventory of parts and collaborates with approved vendors to fulfill supply needs.
- Serves as one of the district's senior maintenance staff members on call and coordinates efforts during emergency situations and after-hours response.
- Works closely with various school officials and department heads to determine current and future needs.
- Maintains all records of repairs, renovations, and scheduled preventative maintenance.
- Drafts plans, prepares specifications, and develops technical information for plans and specifications.
- Responsible for all aspects of identification, planning, development, budgeting, and execution of projects associated with maintenance and repair of school facilities.
- Provides technical information and guidance to administration concerning necessary maintenance repair.
- Enforces state, local, and school system policies and standards.
- Performs follow-ups on maintenance and service procedures and subcontractors.
- Supervises, leads, and plans the work of the district's custodial staff.
- Applies for permits as required.
- Promotes safety standards and ensures they are met by maintenance/custodial staff.
- Follows all safety procedures to ensure compliance with federal, state, county, and district policies/procedures.
- Promotes department goals, philosophy, and standards.
- Assists with preventative maintenance of the district's custodial/maintenance equipment as needed.
- Monitors and inspects the building facilities for cleanliness and safety.
- Notifies administrators/directors/superintendent of hazardous or harmful situations.
- Establishes positive working relationships with school personnel.
- Attends training, staff meetings, and district meetings to stay abreast of changing developments and policies.
- Maintains confidentiality and a need-to-know policy with regards to staff and student information.
- Maintains positive professional relationships with staff, students, and administrators.
- Completes safety training and drills to stay knowledgeable of responsibilities in the event of an emergency.
- Remains knowledgeable of procedures for reporting suspected child abuse and/or neglect.
- Complies with all district policies and procedures.
- Communicates regularly with the superintendent regarding issues and concerns.
- Promotes department goals, philosophy, and standards.
- Other duties as assigned by the superintendent.

Essential Qualifications:

- High school diploma or equivalent.
- Appropriate certifications in maintenance related fields.
- Considerable knowledge of local, state, and federal regulations and procedures regarding maintenance functions.
- Considerable knowledge of modern industrial techniques, building trades, and codes with regards to carpentry, plumbing, electrical systems, HVAC, and roofing.
- Ability to interpret blueprints and schematic drawings as well as draft work plans and develop specifications.

- Understanding proper safety precautions to include OSHA requirements and the ability to implement proper practices.
- Knowledge of applicable sections of code and other applicable local, state, and federal guidelines.
- Ability to be on-call after hours in response to emergency situations.
- Ability to supervise, coach, evaluate, and re-direct staff members at various experience and skill levels.
- Ability to determine the need for maintenance work, to estimate the workforce needed and the materials required.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Must pass a criminal background check and drug screen per district policy.

Physical Demands:

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

- Requires heavy physical work; heavy lifting, pushing, or pulling required of objects up to 100 pounds.
- Physical work is a primary part (more than 70%) of the job.
- Work involves standing and walking for extended periods of time.
- Consistent requirements to hear, see, reach, stretch with arms, crouch, kneel, climb, bend at the waist, and stoop.
- Dexterity of hands and fingers to operate standard maintenance equipment is needed.
- Specific vision ability required by this job includes close vision, distance vision, and the ability to adjust focus.

Environmental Conditions:

The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns, and skin absorption. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting. Welding, steam or exhaust burns pose risks. The potential for risks and hazards can be significantly minimized with proper training, skills, and proper use of safety equipment and risk management procedures.

Terms of Employment and Evaluation:

Employed for a prescribed number of service days and benefits as outlined in the classified handbook. Performance of said duties will be evaluated in accordance with district policy.

Acknowledgement:

The intent of this role description is to provide a representative summary of the types of responsibilities that will be required and shall not be construed as a declaration of the only responsibilities of the position. I have read and been informed about the expectations contained within this role description.

Employee Signature Date

Monroe-Gregg School District is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, age, religion, disability, sex, veteran status, genetic information, or any other legally protected category in its employment practices. All employees are expected to be knowledgeable of non-discrimination policies and their duty to report to include Section 504, Title VI, Title IX, and non-discrimination in general.