

SEDALIA SCHOOL DISTRICT #200

Job Title: Maintenance Director

Job Overview

- Maintenance Director Salary Schedule
- 250 days as set in the annual calendars
- Reviewed annually with recommendation for re-employment by May 15
- Reports to Assistant Superintendent, Buildings & Grounds

Qualifications

- High School Graduate or equivalent
- Valid Missouri Driver's License
- Physical ability to perform duties required
- Possess working experience in construction trades and facility maintenance
- Ability to assess, organize, and execute jobs effectively
- Coordinate department budget and resources
- Demonstrate leadership and organizational skills
- Work well with others
- Work with little or no supervision
- Ability to follow direction
- Effective communication skills

Other Working Conditions

- Vacations, leave policies, and fringe benefits as stated in Board policies
- Possess an ethical and professional attitude toward colleagues and the policies of the district

Responsibilities and Duties

- Assist in the maintenance of district facilities and equipment as assigned by supervisor
- Load and unload supplies and equipment
- Distribute supplies and equipment throughout the district as requested by the custodial supervisor
- Operate truck and machinery as necessary
- Assist with the procurement and warehousing of required materials
- Perform all duties in a safe manner while maintaining a safe working environment using safety materials issued by the District
- Perform duties as assigned by the maintenance director or his representative
- Maintain good physical condition and neat appearance with ability to lift 50 pounds as needed
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Be available to work special events and extra hours when needed and called upon
- Continuous effort to improve operations and work processes to provide quality maintenance service
- Perform all duties in a safe manner while maintaining a safe working environment for employees under your supervision using safety materials issued by the District
- Maintain a positive attitude of support for the district and its goals at all times while performing District work
- Be available to work special events and extra hours when needed and called upon
- Continuous effort to improve operations and work processes to provide quality maintenance service

- Perform such other tasks and assume such other responsibilities as may from time to time be assigned by the administrative personnel

DISCLAIMER

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.