

# SCHOOL DISTRICT OF DESOTO COUNTY

## MAINTENANCE CHIEF

### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Associate's degree from an accredited educational institution and three (3) years of successful experience in a position utilizing maintenance skills.  
or  
High school diploma or equivalent and six (6) years of experience in a position utilizing maintenance skills.
- (2) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all aspects of maintenance of buildings and grounds. Ability to plan projects, analyze costs and delegate work assignments. Ability to communicate orally and in writing. Ability to plan, manage and supervise. Knowledge of Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) requirements. Knowledge of the interrelationship of school system divisions. Ability to provide leadership essential to position. Ability to read and interpret architectural drawings and specifications. Knowledge of all construction trades. Ability to use computers and related technology. Knowledge of technology applications as they relate to the maintenance division.

#### REPORTS TO:

Assistant Director of Facilities

#### JOB GOAL

To provide a safe, clean, well maintained environment to support the teaching/learning process.

#### SUPERVISES:

Maintenance Specialists, Maintenance Assistants

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \*(1) Establish or adjust work procedures to meet project schedules.
- \*(2) Recommend measures to improve methods, equipment performance and quality of product.
- \*(3) Recommend changes in working conditions and use of equipment to increase efficiency of workers.
- \*(4) Analyze and resolve work problems and assist workers in solving problems.
- \*(5) Coordinate and oversee work of maintenance division staff.
- \*(6) Supervise and coordinate a comprehensive program of school plant maintenance that will ensure a safe, clean, attractive and pleasant school atmosphere.
- \*(7) Implement a program that provides for regular preventive maintenance.
- \*(8) Approve work requests.
- \*(9) Implement an efficient system for dealing with emergency repair problems.
- \*(10) Examine school buildings on a regular basis for needed repairs and maintenance.
- \*(11) Develop cost estimates and recommend priorities on repair projects.

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## **MAINTENANCE CHIEF (Continued)**

- \*(12) Recommend the hiring of contractors to perform maintenance or repair services when appropriate.
- \*(13) Recommend outside firms for maintenance of specialized projects and/or equipment.
- \*(14) Inspect and evaluate maintenance and repair work in progress or completed.
- \*(15) Inspect new construction for future maintenance problems.
- \*(16) Develop and coordinate short- and long-range plans for the maintenance of School Board facilities.
- \*(17) Ensure compliance with state statutes, rules, regulations and School Board policy relating to maintenance and construction.

### **Inter/Intra-Agency Communication and Delivery**

- \*(18) Respond to inquiries and concerns in a timely manner.
- \*(19) Keep supervisor informed of potential problems or unusual events.
- \*(20) Assist in providing oversight and direction for cooperative planning with other agencies.

### **Professional Growth and Improvement**

- \*(21) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(22) Attend training sessions, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \*(23) Assist in developing and maintaining safety standards consistent with state and insurance regulations.
- \*(24) Assist in developing a program of preventive safety for buildings and grounds personnel.
- \*(25) Plan for general and specialized training to enhance the ability of employees and divisions to serve the district.
- \*(26) Represent the district in a positive and professional manner.
- \*(27) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- \*(28) Develop annual goals and objectives consistent with and in support of district goals and priorities.

### **Leadership and Strategic Orientation**

- \*(29) Provide leadership and direction for assigned areas of responsibility.
- \*(30) Assist in implementing the district's goals and strategic commitment.
- \*(31) Exercise proactive leadership in promoting the vision and mission of the district.
- \*(32) Set high standards and expectations and promote professional growth for self and others.
- \*(33) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- \*(34) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(35) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(36) Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

### **PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

### **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

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**MAINTENANCE CHIEF (Continued)**

**COMPENSATION:**

Compensation for this position is Pay Lane **E08**

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.