



## DIRECTOR OF MAINTENANCE *Position Description*

**Title:** Director of Maintenance  
**Location:** Central Office  
**Terms of Employment:** 12 months, Full Time  
**Effective Date:**  
**FLSA Status:** Exempt

### Purpose

*The Director of Maintenance directs the scheduling and operation of work crews within the Maintenance Department.*

### Qualifications

- Associate's Degree preferred
- Minimum of 5 years' experience in Leadership or Management
- Must be licensed or certified in at least one maintenance area (plumbing, carpentry, electrical)

### Duties and Responsibilities

- Develops and executes maintenance and construction programs
- Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.
- Initiates action to correct or repair damaged property
- Supervises and inspects all work performed by employees within the Maintenance Department
- 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
- Enforces state, local, and school system policies and standards
- Performs other duties as assigned by immediate supervisor

### Skills and Abilities

- Ability to organize and carry out multiple activities and projects
- Knowledge of technology resources, informational skills, and systems
- Strong organizational skills
- Effective communication and interpersonal skills
- Ability to identify and evaluate new and emerging technologies
- Ability to use common audio-visual materials

*Pamlico County Schools does not discriminate in the employment, tenure, or promotion of employees on the basis of sex, race, religion, age, national origin or disability.*