

**ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION**

DIRECTOR OF MAINTENANCE I

POSITION: Director of Maintenance I

REPORTS TO: Chief Operating Officer

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Director of Maintenance I is responsible for the supervision and administration of the Department of Maintenance.

ESSENTIAL FUNCTIONS:

- Ability to professionally relate to and collaborate with co-workers, students, and community members
- Ability to understand and maintain confidentiality
- Ability to use technology effectively to complete tasks
- Ability to report to work daily and on time
- Ability to organize, supervise, coordinate and establish priorities of tasks to be completed
- Ability to work independently in the absence of detailed instructions and to follow complex oral and/or written instructions
- Ability to communicate orally or in writing, courteously and tactfully, with staff, students, parents, and the community in a timely manner
- Ability to work under pressure
- Ability to oversee and provide direction to the department (personnel support for certificated and non-certificated employees)
- Ability to plan and implement short and long-range objectives which relate to the departmental and system-wide objectives
- Ability to lead, support the staff, and communicate professionally and effectively with internal and external stockholders
- Ability to exhibit a personality that demonstrates enthusiasm, and interpersonal skills to relate well with students, staff, administration, parents, colleagues, and the community
- Ability to demonstrate excellent leadership and organizational skills and the ability to motivate people and facilitate productive academic/organizational change
- Possess excellent time management skills and the ability to take initiative and make decisions within assigned responsibility in a challenging, fast-paced professional environment and be flexible in work responsibilities and hours
- Possess thorough knowledge of applicable Federal codes, Maryland laws, State Board of Education rules and regulations, Board of Education policies and regulations, regulations and procedures, and contractual obligations
- Possess knowledge of the programs, policies, and procedures of the St. Mary's County Public Schools

DUTIES AND RESPONSIBILITIES:

- Directs and evaluates maintenance employees, including employing new personnel, scheduling and prioritizing work to be done by maintenance staff, approving leave requests, and completing necessary personnel forms
- Directs the planning, development, implementation, administration, and evaluation of the school system's maintenance of physical plant and preventive maintenance programs, including facility management and environmental systems, controls, and regulatory compliance
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- Develops, prepares, and administers the budget for maintenance including maintenance of building, grounds, general safety, and general equipment
- Plans, directs, and evaluates a comprehensive maintenance program for all school system buildings and grounds
- Prepare the Comprehensive Maintenance Plan annually
- Coordinate and oversee Capital Maintenance Projects
- Establishes as needed direct evaluations of all school buildings and grounds to ensure safety, timely repairs, preventive maintenance, and energy conservation
- Completes periodic written reports of accomplished work for the Chief Operating Officer of Supporting Services
- Maintains designated climate control systems, heating systems, and appliances at all sites
- Prepares and monitors the maintenance budget, maintaining cost records for all repairs and purchasing materials and tools in compliance with budgetary and purchasing regulations
- Assures that adequate inventory of spare parts, supplies, and equipment is maintained
- Negotiate contracts, prepare bids, obtain comparative prices and quotations from vendors, and coordinate and supervise contractors performing maintenance tasks
- Prepares plans and specifications for contract maintenance
- Coordinates the repair of school facilities with the Maryland State Department of Education, and Interagency Commission on School Construction, ensuring compliance with all applicable local, state, and federal regulations and laws
- Plans and coordinates work of the various maintenance programs
- Responds to customer concerns and questions, and advises/assists on all matters pertaining to facilities maintenance and repair
- Provides all other director functions to ensure an effective in-house and contractual school maintenance program
- Oversees the work order system and manages the staff responsible for its efficiency and operation
- Reviews utility costs and initiates and modifies controls as required
- Supervises and evaluates Maintenance Staff performance and job related duties
- Performs other related and nonrelated job duties as assigned

QUALIFICATIONS:

Required:

- Bachelor's degree in management, administration, education, or a related field and two years of related experience with employee relations, including supervisory responsibility
- Five (5) years of senior management experience in either a large-scale physical plant or educational setting
- Experience working in environments that require multitasking, problem-solving, collaboration, and attention to organization, detail, and meeting deadlines
- Highly effective spoken, written, and electronic communicator with the ability to speak before large, diverse groups
- Act as liaison with all appropriate administrators to maintain good working relations, identify concerns, take timely and prudent action within the department's purview to satisfy and be responsive to the needs of the educational environment
- Must possess a valid driver's license with no more than four (4) Maryland current points. The applicant must not be convicted, pleaded guilty or nolo contendere, or received a probation before judgment or stet docket entry for any alcohol or controlled substances offense under federal or state law for a minimum of five (5) years prior to the use of a Board-owned vehicle. (Board Policy EEBA)

Preferred:

- Master's degree in management, administration, education, or a related field and two years of related experience with employee relations, including supervisory responsibility

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA

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