



Richmond County Schools
Dr. Joe Ferrell, Superintendent
118 Vance Street, Hamlet, North Carolina 28345
Phone: 910-582-5860

POSITION: **MAINTENANCE DIRECTOR**

REPORTS TO: Assistant Superintendent of Safety and Support Services

JOB DESCRIPTION:

The Maintenance Director was established for the purpose/s of directing maintenance services; providing information and serving as a resource to staff and achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines, codes, and regulations; supervising and directing assigned staff.

QUALIFICATIONS:

- Bachelor's degree in a related field (e.g., facilities management, engineering, construction, etc.)
- Job-related experience with increasing levels of responsibility is required
- Knowledge of laws, codes, policies, and regulations related to facilities and maintenance
- Strong understanding of personnel processes and standard business practices
- Ability to analyze complex situations and implement effective solutions
- NC contractor licenses preferred (e.g., electrical, plumbing, HVAC, general contractor)

ESSENTIAL JOB FUNCTIONS:

- Assess incidents and facility issues to determine appropriate resolutions

- Assist school leaders in maintaining building security systems and infrastructure
- Collaborate with internal and external stakeholders to manage maintenance services and projects
- Develop and implement a preventative maintenance program to ensure safety and efficiency
- Monitor and manage department budgets, expenditures, and financial records
- Oversee department operations including safety compliance, repairs, and construction
- Facilitate meetings and workshops to support staff and represent the district
- Inspect construction, repairs, and maintenance work to ensure quality and compliance
- Participate in professional meetings and trainings to stay informed and effective
- Supervise and evaluate maintenance personnel, including hiring and training
- Prepare reports, correspondence, and documentation related to maintenance operations
- Recommend staffing actions, policies, and procedures to meet district goals
- Respond to emergency maintenance situations during and outside of regular hours

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects. Generally, the job requires sitting, walking, and standing. This job is performed in a generally clean and healthy environment.

Employment will require extensive background check.