

TITLE: **HEAD OF MAINTENANCE**

QUALIFICATIONS: Experienced in the following areas:
a. Building maintenance
b. Building trades
c. HVAC systems
d. Cleaning operations
Good organizational, time management, and inter-personal skills. Must be self-motivated and have a positive attitude.

REPORTS TO: CSBO

ASSISTS IN: The maintenance work to Unit #1 Schools, all maintenance work to Unit #1 buildings, and week-end emergency call list

JOB GOALS: The safe, efficient, and economical operation of the school plants, including the maintenance and repair work necessary as well as the cleaning and operations needed for a safe and healthy environment.
The safe, efficient, and economical maintenance of the school facilities, including the necessary maintenance and repair work required to maintain a safe and healthy environment.

PERFORMANCE RESPONSIBILITIES:

1. Maintain and repair buildings in order to provide a safe and healthy environment for District students and employees, as well as the general public.
2. Perform maintenance and/or construction tasks as outlined by the CSBO within the framework of available time.
3. Make recommendations to administration regarding maintenance work to be performed by outside vendors, and serve as liaison with those outside vendors.
4. Develop schedules for periodic and routine inspection, maintenance, and repair of buildings, grounds, vehicles, and equipment.
5. Perform duties in the when directed by CSBO such as: coordination of overtime/substitutes; ordering supplies; contacting service vendors; etc.
6. Abide by rules, regulations, and policies deemed necessary for personnel of Unit #1 by the Board of Education and Superintendent.
7. Serves as the District's official Asbestos Management Director.

TERMS OF EMPLOYMENT:

Employed on a yearly basis from July 1 to June 30.
Adherence to the rules, regulations, and policies as set forth by the Board of Education pertaining to the Educational Support Staff.

Working hours are to be set on a forty (40) hour per week schedule to be determined by administration.). Authorized overtime shall be compensated at time and one-half rate or commensurate release time. This position will not be part of the custodial overtime rotation schedule.

EVALUATION:

The Head of Maintenance shall be evaluated annually by the CSBO; necessary recommendations will be made to the Board of Education.

Approved: 8/3/2016