Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant Director of Maintenance /Warehouse

Education: Bachelor's degree in management, administration or related field or equivalent work experience desired.

Training or Experience Required: 1-2 years of experience in administrative position overseeing general maintenance, installation and repair to the physical plant, and groundskeeping operations, warehouse operations and central supply preferred. Minimum of 3 years computer experience using word processing, database, and or spreadsheets. Minimum of 2 years working in a school system is preferred.

Special Skills, Knowledge, Abilities:

Knowledge of computer hardware, software, help desk support/management, archive databases, procedures, policy and networks is strongly recommended. An incumbent in this position must be flexible, have a positive attitude and be willing to learn; also have keyboard entry skills and analytical problem solving abilities.

Serve as Maintenance Office liaison with vendors, building administrators, and district personnel in maintenance needs. Plans and implements purchasing and procurement of Maintenance Services. In collaboration with Director of Maintenance or designee, plan and implement programs, trainings, events, and other district initiatives.

Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, or building plans, contracts, regulations, etc.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions. Such machines to include but not limited to photocopiers, FAX machines, computers, 10 key calculators, and multiline

telephone consoles. Intermediate level experience in word processing and spreadsheet software packages is desired.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Maintenance Department**

Reports To: **Director of Maintenance/Warehouse**

Job Goal (Purpose of Position): Performs supervisory and administrative duties under limited supervision to maintain the physical plant (heating, electrical, plumbing, mechanical, etc.) as well as warehouse and supply inventory in a condition of operating excellence, cleanliness and safety. Performs skilled level data entry to assist the Director in the efficient functioning of the office to assist the Maintenance Department. Assist in ensuring the accuracy and integrity of the bid process for the Maintenance Department. An incumbent in this position will follow generally standardized operating policies and procedures. Performs purchasing duties under limited supervision to assist Maintenance Director. Data entry, preparation of various reports including, but not limited to, employee time and attendance, work order management, preventive maintenance, architectural prints, and asset tracking reports.

Maintains grounds, athletic fields, etc. Must be available at all times in case of emergency.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular public contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to handle complaints, provide information and service. It requires ensuring that safety guidelines and policies are followed. It requires establishing clear direction concerning school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students with in the educational system.

Essential Job Functions:

Assists Directors in administering the Maintenance department

1. Responsible for completion of maintenance orders.

2. Responsible for direct supervision of maintenance staffs.

3. Helps with the coordination of scheduling work orders.

4. Helps coordinate the utilization of leave time, hours worked, and time cards for maintenance staff.

5. Must be available to handle emergency school problems on a "24-hour" basis.

6. In the absence of the Director, supervises the Maintenance Department to ensure that all work assignments are carried out.

7. Assists in the operation of the supply office and warehouse.

8. Establishes and maintains effective procedures for inventory control and distribution of supplies throughout the district.

9. Translates supply requirements of each department and school into a purchasing, stock and issue procedure.

10. Oversees overall supervision and direction of staff. Including recommendations for hiring, discipline, performance appraisal, staffing, managing/leave usage, safety and training.

11. Responsible for reports pertaining to maintenance operations, work assignments, authorized vacations, requisition for materials, supplies, equipment and job material specifications when needed.

12. Establish and carries out a preventive maintenance program for facilities that serve both immediate and long range needs.

13. Work with vendors to solicit bids in accordance with district guidelines. Performs data entry and analyses bid information.

14. Manage and maintain archive database for district maps and architectural points.

15. Manage and maintain asset tracking information.

16. Performs other duties as assigned by the Directors.

Supervision exercised: An incumbent supervises a large staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has input with Directors concerning decisions/recommendations to hire/dismiss, train, and evaluate employees.

Physical/Mental Requirements and Working Conditions:

This is an office/administrative job with few physical requirements present except as covered in this description. However, incumbent is required to be both inside and outside during all types of weather. In addition, is required to be on call and report in case of emergency.

TERMS OF EMPLOYMENT: 260 Days. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

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