Adams12 Five Star Schools

Job Description
Prepared/Revised: **July 2026**

Job Title: **Director, Maintenance, Environmental & Sustainability**
Job Code: **5082**
Job Family: **Non-Certified**
FLSA Status: **Exempt - E**
Pay Program: **Administrative**
Pay Range: **L19**
Typical Work Year: **12 months**

SUMMARY: Responsible for providing leadership and administration of services supporting the maintenance and operations of all district facilities. Provide guidance, direction and coordination between services of these areas. Work in conjunction with the Chief Operating Officer to create and administer maintenance funds, capital reserve funds and department operating budgets.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. The Director of Maintenance and Sustainability is responsible for providing leadership, supervision, and strategic direction for the district's maintenance operations, including carpentry, electrical, HVAC, plumbing, electronics, environmental services, and sustainability initiatives. This role ensures the effective operation, compliance, and alignment of maintenance-related services with district goals and Board of Education (BOE) policies and guidelines. Oversee accurate and timely data collection for reporting on BOE policies, operational performance, and sustainability initiatives.	D	40%
2. Responsible for approving budgets for the Maintenance, Sustainability, and Environmental departments. Prepare and manage the Maintenance department budget, maintaining accurate records of materials, tools, supplies, employee time, and work performed, including associated costs. Monitor and approve expenditures in compliance with district policies to ensure financial accountability and efficient use of resources. Forecast short- and long-term budgetary needs, including capital expenditures for equipment, tools, and related resources. Oversee supply and equipment usage for operations, ensuring proper maintenance, replacement, and inventory control.	M	20%
3. Collaborates with the district's construction and facilities design departments to ensure the coordinated delivery of capital improvement projects across the district. Provides leadership to collaborative work teams to address facility maintenance-related issues. Ensures all trade departments communicate work order and project status to stakeholders, including school leadership and district administration, in a timely, detailed, and professional manner. Ensures teams provide clear, accurate, and consistent updates to ensure transparency and efficient project management. Collaborates with other facilities leaders and stakeholders to effectively plan and manage the life cycle of district facilities.	M	20%
4. Lead and direct the work of the maintenance department including direct supervision of lead maintenance staff and indirect supervision of all maintenance technicians. Responsible for evaluating, recommending, and implementing appropriate staffing levels for facility operations departments. Ensure direct reports provide timely, accurate, and constructive performance evaluations and feedback in accordance with district policies and guidelines. Support staff development through coaching, training, and performance improvement initiatives. Conduct jobsite performance inspections for quality and safety control. Review documents and completed assignments for conformance with regulatory requirements, district policies and efficient trade practices.	M	10%
5. Responds as essential personnel to facility emergencies, weather-related closures, and environmental events impacting school or district operations 24 hours a day, 7 days a week. Delegate emergency response responsibilities to designated staff during times of unavailability.	M	5%
6. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree from an accredited college or university or equivalent coursework in Facilities Management, Construction Management, or a related field. Four (4) additional years of similar or relevant experience may be substituted for this requirement.
- Minimum of five (5) years of management and administration experience in operations management, preferably in an education setting.
- Three (3) years of experience must include supervision of multiple skilled trades teams (e.g., HVAC, electrical, plumbing, carpentry) preferred.
- Experience working in a K-12 or public education environment is preferred.
- Demonstrated experience in managing large-scale maintenance projects and operational budgets.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Trade-specific certifications (e.g., HVAC, Electrical, Plumbing) or related professional licensure (e.g., Licensed Architect, Professional Engineer) are preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.
- Current Valid Driver's License

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Excellent written and verbal skills.
- Excellent leadership, coaching and mentoring skills.
- Ability to understand complex construction contracts and technical specification.
- Ability to work with internal and external legal counsel.
- Ability to develop, evaluate, and manage budgets.
- Ability to understand and use financial information such as the Comprehensive Annual Financial Report (CAFR).
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office Suite and Google Apps.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of database systems.
- Operating knowledge of project management software

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Operating Officer	3075

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	S&SE Manager, Energy and Sustainability	1	050301
	S&SE Manager, Environmental Services	1	060629
	Business Support Technician	1	050201

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Develop, evaluate and manage multiple department budgets.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize				X
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	