PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0285
Pay Grade: C10

FLSA: Exempt
Administrative

DIRECTOR, MAINTENANCE

MINIMUM QUALIFICATIONS

A college degree in an engineering area, Business Administration or Management; and/or completion of appropriate schools or courses in building trades and technical maintenance skills. Practical experience in management of maintenance operations. Experience in supervision and human relations activities. Extensive, practical experience in general building maintenance, remodeling and sites work experience, preferably involving a public school system.

MAJOR FUNCTION

This is an administrative position responsible for planning, organizing, staffing, coordinating, directing, controlling, and evaluating all aspects of maintenance, sites and remodeling of school buildings, facilities, and grounds, including the operation of the central maintenance technical shops.

ESSENTIAL RESPONSIBILITIES

- Responsible for the overall direction of the Maintenance Department and related activities.
- Participates in the survey of needed maintenance projects of all facilities, cooperates in the determination of priorities/schedules, and assures timely completion of all final projects approved by the School Board.
- Schedules and corrects Fire, Health and Safety discrepancies identified by Safety Supervisors in surveys of educational facilities in accordance with Florida State Board of Education Administrative Rules, Chapter 6A-2.
- Prepares recommended budgets, resulting from determination of maintenance, sites, and remodeling needs.
- Supervises specification writing, and analysis and evaluation of bids.
- Maintains records and prepares reports.
- Supervises and assists Maintenance Personnel in planning and developing policies and procedures to provide efficient and economical operations.
- Coordinate efforts of maintenance personnel, subcontractors, architects, and other governmental agencies.
- Estimates and presents reports on materials and labor, in relation to jobs that exceed minor routine maintenance, sites and remodeling.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT

Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment.

Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 12/12/84; FORMAT REVISED: 7/88; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

DIRECTOR, MAINTENANCE

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds			X		
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Director, Maintenance – Administrative