

BEAUFORT COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR OF MAINTENANCE

GENERAL STATEMENT OF JOB

Performs responsible Facility Services work to carry out Board of Education policies and procedures relating to a wide variety of programs and activities. Work also involves assisting in developing and/or coordinating programs and policies in such Facility Services components. Interprets applicable federal, state, and local ordinances, policies and procedures; construction management, project deployment, building and maintenance services and assisting school officials with Facility Services matters. Employee must exercise initiative and independent judgment to ensure proper administration of Facility Services programs. Employee must also exercise tact and courtesy in frequent contact with employees, elected officials and representatives of outside agencies and organizations. Performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in coordinating and directing the maintenance activities the Maintenance Division of the Auxiliary Services Department. Work involves developing, implementing, coordinating, directing and supervising the maintenance of school system buildings, grounds, and equipment; overseeing all repair and preventive maintenance work on buildings and all associated building systems; and monitoring work performed by contractors who supplement maintenance personnel for repairs and services. Work also involves the administration of contracts for all operating and modernization activities including request for quotations, bid solicitation, contract award, pre-construction conferences, etc., as well as preparing required routine reports. Employee must exercises considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and scheduled; repair work is accomplished in a timely, safe and proper manner, personnel are efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained. Employee must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials. Reports to the Superintendent.

ESSENTIAL JOB FUNCTIONS

Plans, develops, and executes the maintenance programs using the best technical information and industrial techniques available.

Maintains and repairs all buildings and grounds in a safe manner, guaranteeing the safety of all students, employees, and visitors at all times.

Directly supervises the day-to-day activities of the Maintenance Division and subordinate employees in the Maintenance Division; develops and implements long range planning.

Prepares and presents oral and written reports to superiors, other departments, school officials; prepares and presents annual maintenance budget proposal.

Evaluates and creates reports regarding the condition of buildings and sites, recommending improvements or modifications as necessary; evaluates and recommends methods to optimize usage of available space; coordinates and supervises demographic studies that estimate future enrollment and the impact on school facilities.

Coordinates the development of the school system's long-range facilities plan; develops and monitors facility standards to meet program needs; coordinates and supervises the preparation of specifications; estimates the cost of proposed construction projects; estimates the cash flow requirements for proposed and ongoing projects.

Causes vacant positions to be advertised; screens panel results and selects qualified applicants.

Develops and implements all staff development training, Maintenance Management Programs, Preventative Maintenance Programs, Quality Assurance Programs, Health Safety Programs and Security Programs; coordinates policies and procedures enforcement, performance evaluations and related personnel matters; attends various departmental and staff meetings; meets with superiors, other department staff, subordinates, supervisors, and school officials to determine concerns and problems for immediate resolution.

Evaluates and records personnel performance; reviews all personnel performance evaluations of the Maintenance Division; administers discipline and conducts personnel grievance hearings.

Initiates the preparation of plans and specifications suitable for bidding; monitors to completion the work of contractors performing routine, non-routine, and extra-ordinary work; performs final review of work performed.

Directs the overall technical training activities for maintenance personnel.

Prepares and develops new procedures or standards for the maintenance staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing cost and improving service to residents.

Stays abreast of new developments, regulations, policies and procedures related to all maintenance functions mandated by federal, state and local officials; adheres to federal, state, and local laws, policies, standards and procedures as they relate to contracting maintenance purchasing and the successful operation of a maintenance division.

Determines material usage, establishes stock levels, and establishes sources for purchasing stock required by the Division related to all maintenance functions and trades.

Prepares purchase requisitions; countersigns requisitions prepared by others; and approves

emergency purchases on blanket orders.

Reviews all invoices for completeness, appropriateness and cost effectiveness; certifies for payment all invoices for services and materials for the Division.

Evaluates long-term needs in relation to major projects and property improvements and develops a ten (10) year plan outlining it in cooperation with relevant County Departments.

Participates in pre-construction planning conferences, construction advisory committee and building advisory team meetings as needed.

Ensures required inspections and related engineering programs with public agencies are completed.

Supervises inspection of new building construction and renovation projects.

Visits construction projects to assure that plans, specifications, codes and regulations are being observed and followed.

Supervises a quality control program for materials used in new construction.

Reviews and approves, for payment, bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms.

Receives and maintains insurance policies secured by contractors and verifies appropriate coverage for public liability, property damage, fire and workmen's compensation.

Investigates reports of faulty workmanship or materials in new construction and takes appropriate action under the terms of the guarantee.

Prepares specifications and assembles bid documents as required on all projects that are routed through the public bid process.

Makes recommendations on time extension requests and assessment of liquidated damages.

Develops requests for proposals for obtaining professional services for various construction projects.

Arranges and conducts meetings with County staff, Board of Education members, Commissioners and the general public to promote good communications.

Checks and evaluates drawings and specifications submitted by architects, engineers and contractors

making the necessary corrections, consistent with standards established by the Board of Education.

Prepares status reports on various projects and makes public presentations to the Board of Commissioners as required.

Monitors progress of each contractor and inspects all work for proper workmanship consistent with the contracts documents.

Obtains estimated costs for various construction projects throughout the County.

Prepares budgets using estimated costs and constantly monitors costs to stay within the budget limitations.

Works closely with architects and engineers on projects.

Assures on time project completion within budget limits.

Suggests appropriate building systems, standardized components and construction methods.

Supplies the Chief Information Officer with up to date local information on costs and availability of labor and material.

Develops workflow schedule to accommodate design and construction schedule.

Oversees preparation of bid packages for release.

Secures building permits as needed.

Familiarizes all concerned with schedule requirements, shop drawings, correspondence, quality control tests, job safety, site security and payment procedures.

Assists in planning, developing, coordinating and evaluating the operations of the Facility Services division.

Plans, directs, supervises, assigns and evaluates the Facility Services activities, such as applicant interviewing and recommending for hire.

Develops plans and implements the district's advancement via energy technologies.

Seeks, applies for, and reviews grant applications for alternative funding sources.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in construction engineering, construction management, or a related field, with 6 to 9 years of supervisory or management experience in construction or building maintenance; or any equivalent combination of training and experience that provides the required skills, knowledge, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of local, state and federal regulations, policies and procedures regarding all maintenance functions, including contracting and purchasing.

Considerable knowledge of modern industrial techniques.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

Considerable knowledge of proper safety precautions regarding building, grounds and equipment maintenance.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations.

Considerable knowledge of the current literature, trends, and developments in the field of building, grounds and equipment maintenance.

Considerable knowledge of the principles of supervision, organization and administration.

Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to maintain routine administrative reports and records.

Ability to develop and implement department policies and procedures.

Ability to monitor and review contract work for quality.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.