Job Title:	Director of Maintenance	**Wage/Hour Status:**	Exempt/226 Days
Reports to:	Assistant Superintendent Facilities & Bond Programs	**Pay Grade:**	Administrative Pay Scale 8
Dept. /School:	Facilities/Maintenance	**Date Revised:**	11/18/2026

Primary Purpose:

Direct and manage maintenance and energy management. Maintain physical school plant in a condition of operating excellence so that full educational use may be made at all times. Provide students with a physical learning environment that is safe, clean, attractive, and functional.

Qualifications:

Education/Certification:
Bachelor's degree, Master's degree preferred in related fields.

Special Knowledge/Skills:
Knowledge of basic principles of construction and school plant maintenance
Ability to manage budget and personnel
Ability to coordinate district function
Ability to interpret policy, procedures, and data
Ability to read blueprints and schematics
Strong organizational, communication, and interpersonal skills

Experience:
Three years supervisory experience in maintenance operations or related field, required
Five years experience in maintaining a large plant or building, preferred

Major Responsibilities and Duties:

Building Maintenance and Repair:

1. Direct and manage maintenance & repair and energy management operations of the District.
2. Oversee work orders for repair and maintenance of buildings and grounds.
3. Develop and maintain written departmental procedures for maintenance, repair, operations, of all district buildings and equipment.
4. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.
5. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.
7. Prepare data necessary to process maintenance payroll.

8. Develop ongoing capital replacement cycle schedule with related costs and impact.

Budget and Inventory:

9. Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently.
10. Compile budgets and cost estimates based on documented program needs.
11. Plan and direct inventory and stock control program for equipment and supplies.
12. Initiate purchase orders and bids in accordance with budgetary and district policies.
13. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
14. Approve and forward invoices and purchase orders for maintenance department to accounting department.
15. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
16. Manage utility budget.
17. Develop programs to continue conservation goals regarding all utilities.
18. Manage ongoing conservation programs while improving district and community participation.
19. Develop and insure compliance of site visits with maintenance staff to insure that all facilities are being maintained to district standards and industry standards.

Personnel Management:

20. Assign work to maintenance personnel and oversee completion.
21. Prepare, review, and revise job descriptions in maintenance department.
22. Evaluate job performance of employees to ensure effectiveness.
23. Recruit, train, and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety:

24. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
25. Ensure that equipment is maintained in operating and optimum condition.

Other:

26. Perform disaster duty when needed.
27. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
28. Respond to after hour emergencies as needed.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, grounds supervisors, and support staff assigned to maintenance department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.