

<b>Job Title:</b> Director of Maintenance	<b>Exemption Status/Test:</b> Exempt/Executive*
<b>Reports to:</b> Superintendent	<b>Date Revised:</b> 10/09/19
<b>Dept./School:</b> Maintenance	<b>Days:</b> 260

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## Primary Purpose:

Direct and manage district's maintenance and custodial operations. Maintain physical school plant in excellent operating condition so that full educational use may be made at all times. Provide a physical environment that is functional, safe, clean, and attractive.

## Qualifications:

### Education/Certification:

Bachelor's degree or equivalent experience  
Clear and valid Texas driver's license

### Special Knowledge/Skills:

Knowledge of basic principles of construction, school plant maintenance, and custodial operations  
Ability to conduct on-site inspection of district facilities  
Ability to manage budget and personnel  
Ability to implement policy and procedures  
Ability to interpret data  
Ability to read blueprints and schematics  
Strong organizational, communication, and interpersonal skills

### Experience:

Five years supervisory experience in maintenance operations  
Three years experience in maintaining a large plant or building

## Major Responsibilities and Duties:

### Building Maintenance and Repair

1. Ensure district facilities are functional, safe, clean, and well maintained.
2. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment. Ensure work orders are processed and executed in a timely manner.
3. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.

### Policy, Reports, and Law

4. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.

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5. Compile, maintain, and file all reports, records, and other documents required including timekeeping records.
6. Follow district safety protocols and emergency procedures.

### **Budget and Inventory**

7. Develop and administer budget based on documented needs and ensure operations are cost effective and funds are managed wisely.
8. Plan and direct inventory and stock control program for equipment and supplies.
9. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.
10. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
11. Approve and forward invoices and purchase orders for maintenance department to accounting department.

### **Personnel Management**

12. Select, train, supervise, and evaluate staff and make recommendations relative to assignment, retention, discipline, and dismissal.
13. Prepare, review, and revise maintenance department job descriptions.

### **Safety**

14. Maintain safety standards in conformance with federal, state, and insurance regulations and district requirements and develop a program of preventive safety.
15. Ensure equipment is maintained in optimum operating condition.

### **Other**

16. Participate in development of the district's disaster plan and be prepared to take an active role in responding to emergencies as needed.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend the hiring and firing of skilled craftsmen, lead custodians, grounds supervisors, and support staff assigned to maintenance department.

### **Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; district vehicle

**Posture:** Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

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**Motion:** Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

*\*To meet the executive exemption test, the primary duty must be management **and** the employee must supervise at least two full-time employees.*

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_