

Qualifications:

- High School graduate or equivalent
- Extensive, broad and intensive experience in the area of facility maintenance, and prior experience planning, coordinating and directing the work of employees is preferred.

Supervises: Maintenance and Support Personnel

Nature of Work

This position is responsible for a large variety of facility maintenance duties throughout the school system. Work involves application of many technical guidelines. This employee exercises discretionary judgment and analysis in most situations. Errors may not be readily discovered thus may result in great loss. General direction is given. Administrative supervision is exercised over a number of skilled, semi-skilled and unskilled employees.

Knowledge, Skills and Abilities:

- Thorough knowledge of the proper handling of hazardous materials.
- Thorough knowledge of acceptable maintenance and repair in all phases of building maintenance.
- Considerable knowledge of materials, methods and equipment used in maintenance of school plants and buildings.
- Considerable knowledge of environmental regulations.
- Working knowledge of electrical, plumbing, and other related codes as required by law and pertaining to schools.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical equipment.
- Skill in preparing budgets.
- Ability to plan and direct the work of subordinate employees.
- Ability to establish and maintain effective working relationships with employees and others.
- Ability to establish a training program for employees at all levels in the department.

Essential Job Functions:

- Selects and recommends persons to be hired, disciplined, discharged, or promoted.
- Plans, directs, and reviews the work of maintenance employees.
- Supervises the work of contracted labor.
- Supervises and inspects the work of contracted skilled tradespersons.
- Coordinates activities of the maintenance crews.
- Insures the storage and security of materials.
- Plans and reviews fiscal matters related to plant operations.
- Insures employees are provided needed training.
- Informs staff of changes in technology, laws, codes, or regulations with regard to general facility maintenance.
- Inspects the condition of school building to determine needed repairs and maintenance.
- Receives, authorizes, prioritizes and delegates work requests.
- Evaluates projects sketches and blueprints and cost estimates to make implementation decisions.
- Plans and monitors the departmental budget.
- Keeps records and prepares required reports.
- Determines need, selects and purchases equipment.
- Prepares or participates in preparation of specifications for materials and equipment required.
- Inspects the work of outside contractors for adherence to plans and specifications.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.
- Performs other duties and responsibilities as assigned by supervisor.

Signature: _____ Date: _____