

Maintenance: Director for Maintenance

<u>Reports to:</u>	Assistant Superintendent for Operations
<u>Supervises:</u>	Maintenance Employees
<u>Term of Employment:</u>	12 months
<u>Salary:</u>	Pay Grade 72
<u>FLSA Exempt/Non-Exempt:</u>	Exempt

- Qualifications:**
- Experience in business management, construction management or related fields aligning to routine maintenance procedures
 - Extensive and broad experience in building equipment and maintenance equipment, including electrical, air conditioning, roofing, carpentry, painting, plumbing and grounds care
 - Demonstrated management experience in planning, organizing, directing, staffing, and the development and management of large budgets
 - Demonstrated ability to understand ordinances and laws in order to develop recommendations regarding District interaction with governmental agencies
 - Demonstrated evidence of strong conceptual, analytical, organizational, and managerial skills as well as demonstrated leadership ability
 - Demonstrated ability to recruit, select, manage, develop, retain and evaluate personnel
 - Demonstrated ability to work effectively with diverse groups
 - Demonstrated oral and written communication skills
 - Experienced with industry-standard computer applications
 - Valid North Carolina driver's license

Essential Job Functions:

- Ensures the proper storage and security of materials
- Performs inspections of school buildings to determine needed repairs and maintenance
- Manages and directs all calls for after-hour emergencies and responsibilities
- Assists in the evaluation of project sketches, blueprints, specifications and cost estimates to make implementation decisions
- Coordinates inspections with Fire Marshall and State Fire Inspector to ascertain all schools are up to fire code regulations
- Manages and coordinates the plan for control of asbestos:
 - Prepares budgeting for the maintenance and removal of asbestos
 - Coordinates design projects for the repair and/or removal of asbestos
 - Evaluates progress of design, repair and/or removal and report findings

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- Ensures compliance with federal, state and local requirements
- Participates on a variety of committees as requested
- Develops and oversees the safe upkeep of existing facilities and establish priorities based off of budgets, operations, programs and Maintenance goals
- Delegates the daily operations of maintenance to the appropriate administrators, technicians and crew leaders
- Oversees the development and implementation of policies and procedures concerning maintenance and plant operation
- Implements Board policies and procedures, which are applicable to departmental operations
- Develops, plans, and implements priority requirements, budgets, programs and goals of the Maintenance Department
- Utilizes computerized management systems to identify trends, direct workflow and to implement quality process
- Serves as the chief liaison for the department in communications with school staff and other departments in establishing and maintaining models of collaborative planning and shared decision-making
- Designs and conducts statistical analyses to formulate recommendations regarding resource and staffing allocations and trends
- Coordinates, prioritizes, schedules and supervises the maintenance projects of all facilities
- Maintains records and prepares accurate reports on a timely basis to appropriate personnel
- Estimates and presents reports on materials and labor for site maintenance jobs that exceed minor/routine remodeling and costs
- Identifies and supports training in technical areas for maintenance personnel
- Participates in meeting, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Performs functions such as interviewing, evaluating, supervising, counseling, directing, training, etc. for the purpose of maintaining adequate staffing, enhancing productivity of staff and achieving objectives within budget
- Prepares a wide variety of written materials such as correspondence, memos, reports, policy/ procedures, budget, etc. for the purpose of documenting activities, providing written reference and/or conveying information
- Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **medium physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm's length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment