

Job Title: Director of Maintenance

Department: Maintenance – District Wide

Reports To: Superintendent

FLSA Status: Exempt

Salary: \$70,000 - \$85,000 Based on Experience.

Days: 220

Essential Duties and Responsibilities include the following. Others may be assigned.

1. Supervises maintenance and custodial staff in the school district.
2. Manages a formal work control program of planning, programming, estimating, and scheduling a multi-craft department.
3. Develops and coordinates specifications for certain contract applications.
4. Develops and justifies budgets for district maintenance and operations functions.
5. Conducts interviews and hires needed personnel within the maintenance and operations departments and also assists in promoting, transferring, suspending and dismissing employees in accordance with district policy.
6. Manages maintenance and custodial staff within the specified limits of labor contracts to include administration actions and labor disputes.
7. Makes quality control inspections for contract and in-house projects completion.
8. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance of the district facilities and equipment.
9. Works with the Superintendent, Coordinators, and Principals in developing the district capital improvement needs.
10. Organizes and implements a program of preventative maintenance as directed by state statutes.
11. Reviews on a regular basis all building security precautions and makes recommendations for such.
12. Purchases necessary maintenance and custodial equipment and supplies through proper bid requests and/or purchase order procedures.
13. Keeps equipment and supply inventories and cost records of all maintenance work.
14. Complies with all legal and/or other requirements to insure the safety of students, staff and general public.
15. Prepares written and oral reports for the Superintendent and School Board.
16. Manages the Maintenance and Operations budget to control expenditures and avoid budgetary overruns.
17. Analyzes emergency situations accurately and takes prompt, effective action.
18. Reads, interprets, modifies and updates plans and drawings.

Supervisory Responsibilities

Qualifications to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

High school diploma or equivalent with two years of college. At least ten years recent experience at a journeyman's level in a job-related area, with at least seven years recent experience as a maintenance supervisor in charge of buildings and grounds of an educational facility or equivalent. Must be knowledgeable and have experience in maintenance repair, alterations, minor construction, production control, quality control, planning, programming, estimating, and scheduling.

Communication Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively.

Mathematical Skills:

Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals. Computer Skills.

Physical Demands:

While performing the duties of this job, the employee is frequently required to stand; walk and sit. The employee must frequently lift and/or move up to 25 pounds.

Work Environment:

The noise level in the work environment is usually moderate.

Competencies - Successful job performance requires:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully;

Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification;

Responds well to questions.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time;

Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against the standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines;

Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness;
Generates suggestions for improving work; Develops innovative approaches and ideas;
Presents ideas and information in a manner that gets others' attention.

Additional Requirements:

Must possess driver's license

Must be knowledge of rules, policies and procedures of the Bristol Bay Borough School District.

Required knowledge of building codes as applied to constructions, alternations and repair of school facilities.

Required knowledge of the Department of Education.