

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – DIRECTOR OF MAINTENANCE, FACILITIES, AND SAFETY

**Qualifications:** Meet minimum Standards for Certification as set forth by the West Virginia Board of Education Policy for the director/ coordinator of services (the individual must pass (or have passed) the appropriate service personnel testing requirement for coordinating services.

**Director** of services means an employee of a county board who is assigned to direct a department or division.

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310

**Term of Employment:** 261 Days (Overtime exempt, ref. 521)

**Salary:** Determined by the Pleasants County Board of Education

**Communication:** The individual must have the ability to communicate and issue instruction to subordinates with appropriate communication, likewise, the individual must also be able to communicate with building and district administrators on tasks, issues, and responsibilities related to the department.

### **Expectations / Duties and Responsibilities:**

#### **MAINTENANCE AND FACILITIES**

- Work with the Superintendent and the Board of Education to prioritize facility needs.
- Plan, organize, supervise and direct the district maintenance, grounds- keeping and custodial operations, activities and related services.
- Develop and administer schedules and work assignments for staff; plan, coordinate, and arrange for the appropriate training of staff, including in-service training and safety programs
- Develop and organize long-range, on-going, and preventive maintenance plans and programs for sites, buildings, and equipment, including procedures for receipt and

assignment of maintenance work orders and for equipment maintenance and replacement programs

- Plan, coordinate and supervise all projects conducted by maintenance personnel.
- Develop cost analysis for all projects.
- Administer the expenditure of capital maintenance and grounds funds.
- Develop and prepare applicable budgets; analyze and review budgetary and financial data with the Superintendent and Treasurer.
- Expend funds in accordance with established accounting / purchasing guidelines.
- Determine appropriate staffing needs for the maintenance and custodial staffs
- Interview and recommend maintenance personnel needed to fill vacancies or new positions
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements. Resolve issues and conflicts, and exchange information.
- Provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment.
- Provide supervisory duties of the department and/or improvement plans under the direction and supervision of the superintendent.
- Operate computer and assigned software programs.
- Attend and conduct a variety of meetings as directed.
- Oversees and revises policies to job related duties.
- Coordinates state competency testing for all service personnel.
- Processes maintenance/facilities requests.
- Keeps work area neat/engages in good safety practices.
- Operates and cares for equipment and property appropriately.
- Inspects properties/facilities and plans activities accordingly.
- Prepares grant applicants for programs assigned upon approval of superintendent and board of education.
- Coordinates facility planning, bidding, and purchasing programs in conjunction with the Treasurer and the Superintendent.
- Provides adequate equipment, tools, and supplies for staff to perform assigned tasks.
- Maintains a current inventory of major equipment, tools, parts, etc.
- Works with Chief Finance Officer for data entry related to WVEIS accounting practices.
- Oversees maintenance vehicles and coordinates their service and repair with the Director of Transportation.
- Maintains and submits records and reports of staff attendance and overtime work of staff members, securing authorization from the superintendent for the same except in cases of emergency.
- Serves as the liaison between the central office and Fire Marshal in striving to maintain total compliance with regulations.
- Report to one of the facilities to manage issues that occur outside of normal working hours.

## **SAFETY**

- Serves as the director of safety for the district.
- Serves as chairperson/co-chair of committees including, but not limited to the County Safety Committee and CEFPP and others, as assigned by Superintendent.
- Serves as the liaison between federal, state, and county regulatory agencies and maintains a basic familiarity with, and adheres to established laws, policies, rules and regulations, and other guidelines of those agencies.
- Serves as the district service personnel staff development coordinator and provides trainings.
- Provide training of the ALICE Program.

### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials and occasionally lift moderately heavy materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, as well as distance vision to inspect job sites, and the ability to adjust focus. The position requires sitting or standing for extended periods of time; climbing ladders and working from heights, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough uneven surfaces at construction sites and during inspections or for field office work. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors and outdoor settings. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

### **Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent**

**Approval by the Board: February 7, 2023**