

Meeker School District Re-1

Job Description

Title: Maintenance Director
Department(s): Maintenance/Operations
Reports to: Superintendent
Work Year: Year Round



Job Summary:

Under the Superintendent the Maintenance Director is responsible for the supervision, safety and efficient operation of the district's Custodial and Maintenance departments.

Summary of essential job function:

1. Must be able to comply with safety and health guidelines regarding equipment operations, handling chemicals and facility safety standards.
2. Maintain equipment, machinery, storage areas and supplies in an organized and safe manner.
3. Develop and implement building cleaning programs, work schedules and hours.
4. Develop and implement long-range plans to upgrade district vehicles and janitorial equipment.
5. Report and repair all building safety concerns and major problems that will require lead time and/or large monetary outlays to the Superintendent.
6. Develop long-range plans to upgrade janitorial equipment and procedures.
7. Maintain MSDS log book
8. Assist in summer maintenance and snow removal.
9. Participate in the weekend emergency on-call program.
10. Obtain training on equipment and/or procedures to insure they are performed properly.

Qualifications and Experience

- High School Diploma or equivalent required.
- Maintain a valid driver's license.
- Minimum of two years' experience as janitor. Experience with a school district is preferred.
- Knowledge of safe operations and maintenance boiler, air handlers, HVAC controls, water heaters, pumps, water fountains, plumbing, electrical, mechanical carpentry, painting, landscaping, sprinkler systems and vehicle and equipment operations.
- Must be able to read blueprints and drawing schematics (both electrical and plumbing)
- Must be able to operate voltmeters and other diagnostics equipment.
- Must be able to read and understand MSDS sheets.
- Must be able to respond to all requests in a timely and effective manner.

- Maintain a professional relationship with students, staff and the public.
- Operating knowledge of Microsoft Office Suite, fax, and phone systems.

Clearances:

- Criminal Justice Fingerprint/Background Check.
- Motor Vehicle background check

Physical Demands:

- This job requires being able to safely lift 90 pounds without any physical limitations on a daily basis.

Work Environment:

- The noise level in the work environment is usually moderate.
- The work environment may include high stress tasks.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as assigned by the Superintendent.