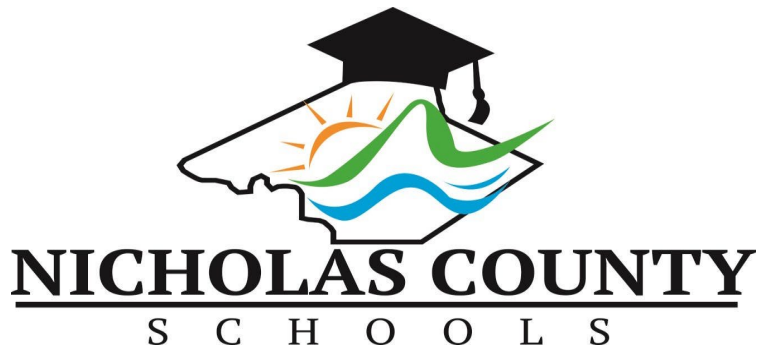


**Board Members**

*Chip Perrine, President*  
*Roy Moose, Vice President*  
*Phil Berry, Member*  
*Steve Ferguson, Member*  
*Rick Green, Member*

**Superintendent**

Dr. Donna Burge-Tetrick



400 Old Main Drive, Summersville, WV 26651  
Phone 304-872-3611  
Fax 304-872-4626

## Job Description

**Position:** Maintenance Director

**Classification:** Professional

**Reports to:** Superintendent

**Evaluation:** Evaluations conducted as defined in West Virginia Board of Education Policy 5310.

**FLSA Status:** Exempt

**Supervises:** Maintenance staff

**Qualifications:**

1. Minimum of Master's Degree
2. Minimum of three years administrative experience (preferred)
3. Experience in plant operations, maintenance, energy management and construction or related field experience (preferred)
4. Broad knowledge of the school system's operations
5. Extensive experience with and knowledge of computers

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substance which affects employee productivity, safety or judgement in the workplace will not be tolerated.

Staff members serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.

Staff members have a legal responsibility to help instill in students the belief in the practice of ethical principles and democratic values.

**Job Summary:**

The Director of Maintenance and Safety Operations assists the Superintendent and all school administrators with the administration and supervision of the facilities and maintenance services of Nicholas County Schools and to provide assistance in the coordination of facilities planning activities related to new school construction, renovation or modernization of existing schools and other support activities. The Director of Maintenance and Safety Operations

works with county level administrators, school level administrators, and teachers in a cooperative effort to monitor instruction, complete needs assessments, provide classroom modeling, serve as a school liaison, and provide professional development for professional and service staff.

Responsibilities:

- Work with the Superintendent and Board of Education to prioritize facility needs
- Develop long-term and short-term plans for meeting facility needs of the district
- Develop and coordinate appropriate training of staff including continuing education training and safety training
- Plan, coordinate and supervise all projects conducted by maintenance personnel
- Respond to emergency situations during and after hours for the purpose of resolving immediate safety concerns
- Develop cost analysis for all projects
- Establish and maintain the annual budget for the Maintenance Department for presentation to the Superintendent and Chief Financial Officer
- Advertise, interview and recommend maintenance personnel needed to fill vacant or new positions
- Manage environmental services for the district
- Ascertain that all projects are in accordance with the West Virginia Department of Education policies, SBA policies and procedures, and West Virginia State Code
- Assure that all construction projects are in accordance with drawings and specifications
- Inspect buildings and grounds on a regular basis to determine needed maintenance and repairs
- Coordinate with school personnel to receive input on school maintenance needs and/or new construction
- Establish a continuous preventative and energy maintenance program
- Inventory equipment and materials
- Prepare bid packages for bidding equipment, supplies, and materials
- Supervise maintenance personnel and conduct performance evaluations and recommend appropriate actions
- Assist in the development of administrative guidelines for maintenance services
- Serve as the district's chief advisor on capital outlay, construction, renovation and remodeling projects
- Coordinate the development of educational specifications for school facilities
- Assist with the selection of architectural and/or engineering firms and contractors for design and construction work
- Provide for the inspection of all construction projects for compliance with building codes throughout all phases of construction and submit required compliance reports
- Coordinate and provide for inspection of improvement and renovation work
- Assist in the planning of educational facilities and the recommendation of priorities
- Assist in preparing an annual comprehensive plan and budget
- Read blueprints and/or schematic drawings and provide necessary directions toward accomplishing task and secure them of operation and design use
- Develop, maintain and monitor procedures to assure compliance with federal, state, and local health and safety related standards
- Coordinate safety and health operations to ensure compliance with regulatory agency standards
- Assume leadership role in the development of continuing education
- Prepare all necessary county, state, and federal reports
- Serve as the liaison to the School Building Authority of West Virginia
- Attend appropriate local, state, and national trainings and/or meetings
- Work collaboratively with LEA, principals, and teachers
- Maintain professional work habits
- Speak clearly and concisely both in oral and written communication

- Establish and maintain effective relationships with students, staff, and community
- Prepare accurate reports and business correspondence consistent with the duties of this position
- Present information and respond to questions from administrators, staff, and the general public
- Performs all other duties and responsibilities as set forth in Nicholas County Board of Education Policy and as directed by the Superintendent

**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. The employee is sometimes required to lift and/or move heavy objects. Specific vision abilities required by this job include close vision such as to read handwritten or printed material, and the ability to adjust focus. 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 the 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. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as job site and vocational/technical laboratories where the noise levels may be moderate to loud (60-90 dB) due to the use of and proximity to power tools. The work environment includes indoor as well as 3 outdoor settings and can range in temperature from below freezing to 90°F. The work surface can include unfinished crawl spaces and attics as well as rooftops, and concrete floors or pads. While performing the duties of this job, the employee regularly works outdoors or indoors as needed. The employee will work near or with moving mechanical equipment while performing the duties of this job. The employee will work around hazardous materials such as gasoline, diesel fuel, etc. 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. Additional duties are performed by the individuals currently hold this position and additional duties may be assigned by the Superintendent or his/her designee.

*Revised 6.2023*