

DIRECTOR OF PLANT FACILITIES JOB DESCRIPTION

Purpose: The Director of Plant Facilities coordinates and supervise maintenance of school buildings and grounds to ensure full and productive use of district facilities. To accomplish these tasks the Director of Plant Facilities must work closely with the staff and administration of the Centerville Public Schools.

Responsible To: District Superintendent

Payment Rate: As negotiated with the school board

Qualifications:

1. Must possess a Class III Boilers License
2. Must possess a Class 5AB Water Certificate
3. Must possess a valid Montana Drivers' License
4. Must possess a high school diploma or equivalent
5. Must have general knowledge of electrical and water systems
6. Desire to continue career improvement

Essential Functions:

1. Coordinates and supervises maintenance of school buildings and grounds and provides a safe, attractive, comfortable and clean environment to ensure full and productive use of district facilities.
2. Communicates effectively with members of the school district and community.
3. Reacts to change productively and handle other tasks as assigned.
4. Appropriately operates all equipment and machinery as necessary.
5. Supports the value of an education.
6. Supports the philosophy and mission of the Centerville Public Schools.

Physical Requirements/Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials with a minimum gross weight of 50 lbs.
2. Requires stooping, kneeling, crawling, bending, turning, and reaching.
3. Requires climbing and balancing.
4. Must work indoors and outdoors year-round.
5. Must work in noisy and crowded environments.
6. Must work in and around dust, fumes and odors.

**DIRECTOR OF PLANT FACILITIES
GENERAL RESPONSIBILITIES**

- _____ 1. Promotes the safety, health, and comfort of students and employees in school buildings and grounds.
- _____ 2. Coordinates, supervises, and trains custodial staff.
- _____ 3. Assists in the selection, assignment, scheduling, and orientation of custodial and maintenance staff.
- _____ 4. Monitors time records of custodial and maintenance staff on a regular per administrative policy.
- _____ 5. Maintains school buildings and grounds in top condition. Keeps buildings and premises (including sidewalks, driveways and play areas) neat and clean at all times.
- _____ 6. Assists in the planning of new structures and additions to existing buildings.
- _____ 7. Conducts detailed inspections of buildings and grounds, establishes maintenance, and repairs schedules for district facilities.
- _____ 8. Plans and oversees all maintenance, repair, and construction work.
- _____ 9. Arranges for services of outside contractors as needed.
- _____ 10. Maintains a high standard of safety, cleanliness, and efficiency in all maintenance, repair, and construction projects.
- _____ 11. Orders and maintains suitable supplies, tools, and equipment and recommend items to be included in the general fund budget under operation & maintenance.
- _____ 12. Ensures that all activities conform to government regulations protecting the health, safety and rights of employees and the public (including but not limited to asbestos, hazardous chemicals, access to buildings by the handicapped and playground safety).
- _____ 13. Conducts monthly water samples and assumes primary responsibility for septic system maintenance.
- _____ 14. Keeps abreast of new information, innovative ideas and techniques.
- _____ 15. Adheres to all district health and safety policies.
- _____ 16. Other duties as assigned by the Administrative Staff.

Comments/Goals: