

## **Maintenance/Facilities Director**

**Job Title:** Maintenance/Facilities Director  
**Department:** Administration  
**Reports to:** Superintendent  
**Classification:** Exempt

### **Summary**

The director of facilities is responsible for the maintenance and repair of all district facilities.

*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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Essential Duties and Responsibilities**

An individual who holds this possession must:

- Process repair and maintenance requests
- Maintain inventory of custodial/maintenance supplies and equipment
- Implement and supervise the district's integrated pest management program
- Assign duties to maintenance staff
- Supervise grounds-keeping activities
- Conduct routine and periodic inspections of facilities and grounds
- Provide training to custodial and maintenance personnel
- Develop priority lists for maintenance of buildings and prepares cost estimates
- Perform various maintenance tasks such as minor electrical, plumbing and facility repairs
- Perform general labor inside and outside the physical plant including handling materials and supplies, moving equipment and operating power-driven equipment
- Drive district vehicles and equipment such as mowers
- Assist with seasonal grounds work such as snow, ice and leaf removal and lawn care
- Maintain facilities in accordance with state and local safety and code requirements and Board of Education policies and administrative procedures

### **Supervisory Duties**

The Facilities Director has supervisory responsibility over custodians and maintenance personnel

### **Qualifications**

#### **Education**

High school diploma  
Five years experience in custodial/maintenance supervision

#### **Certificates, Licenses, Registrations**

## **Maintenance/Facilities Director**

### **Skills and Abilities**

#### **Language**

The individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, training manuals, and instructions

Communicate direction and instruction to staff members

Prepare written reports

Speak one on one and in small groups

#### **Computation**

Ability to do basic mathematic calculations and apply concepts such as fractions, percentages, ratios and proportions to practical situations

#### **Reasoning**

Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form.

#### **Technology**

This position requires skills in the use of computers and hand-held devices such as PDAs and phones, including the use of spreadsheets, databases and inventory management software.

*The physical demands described here 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 essential functions.*

### **Physical Demands**

The individual who holds this position:

Is regularly required to walk, hear and speak.

Must have close moderate and distance vision ability

Must be able to travel between district facilities

Must be able to communicate in noisy environments such as construction sites

#### **Attendance**

Consistent and regular attendance is an essential function of this position.

*The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

### **Conditions and Environment**

The individual who occupies this position will regularly be required to work outside, occasionally in inclement weather including rain, snow and temperatures below freezing or in excess of 100 degrees.