

## **Illini Central CUSD 189 Job Description**

### **Title: Director of Maintenance**

#### **Job Description**

##### **Required Qualifications:**

High School diploma with proficiency and demonstrated knowledge and expertise in the basic techniques of electrical repair and maintenance, carpentry, and grounds maintenance.

Certification of good health signed by a licensed physician

Ability to read basic operating instructions and write reports

Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Five years of experience as a school custodian or equivalent work experience.

##### **Preferred Qualifications:**

Bachelor's Degree in Engineering, Construction Management, Construction Technology, or a related field.

Successful completion of supplemental courses, accredited training programs or any other license/certification in facilities management.

Experience in overseeing an asbestos management program

Experience working with architects, construction managers, engineers and contractors in all phases of construction projects.

Experience designing and implementing preventative maintenance programs

Knowledge of Google Workspace, database management, and/or computer programming

Report to: District Superintendent

Job Goal: To keep the district's equipment, building and grounds in a state of operating excellence so that there are limited interruptions to the educational process and all students and staff are safe.

#### **Contract Related Items**

Work Schedule: 12 month position (260 days)

Compensation: As per Board of Education Policy language, the Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State and federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month. Salary and benefits will be approved prior to July 1<sup>st</sup> of each fiscal year. Insurance is available to district employees in accordance with district insurance policy. This

position allots for fourteen (14) Sick Days per year and three (3) personal days. Vacation Days are determined based on longevity in the district. Further information regarding the qualification for and use of Sick Days, Vacation, Holiday, and Leaves can be found in *Illini Central Board Policy 5:330*.

Absences: Absences must be reported in a timely manner consistent with the expectation of the immediate supervisor.

Evaluation: The Director of Maintenance will be evaluated on an annual basis, preferably before the annual salary review by the Superintendent. The Superintendent shall provide input with performance based on the work, quality, promptness, attendance, reliability, conduct, judgment, and cooperation of the employee. The Director of Maintenance shall receive a copy of the annual evaluation and the evaluation shall comply with State and federal law.

### **PERFORMANCE RESPONSIBILITIES RELATED TO THE POSITION OF DIRECTOR OF MAINTENANCE:**

1. Promote high standards of safety and good housekeeping methods in all work connected areas.
2. Perform routine inspections of facilities in order to identify maintenance issues, determine cost of repair, evaluate and prioritize maintenance items, coordinate and/or perform necessary repairs.
3. Work with the Superintendent and Building Principals on duties and responsibilities of staff for each building.
4. Supervises the cleanliness, repair, and safety of each building.
5. Sets up and supervises a system for keeping records of maintenance schedules for all equipment.
6. Supervises the diagnosing and repair of all electrical and mechanical equipment.
7. Responsible for contacting proper service or repair personnel to repair any equipment that is unable to be serviced or repaired by staff.
8. Coordinate the efforts of contractors and utilities personnel who may be working on district facilities.
9. Perform regular safety inspections, or schedule inspections, regarding geothermal heating and cooling systems, doors, emergency lights, fire extinguishers, and playground equipment and all other mechanical systems.
10. Attend Board meetings as requested and prepare such reports as requested by the Superintendent.
11. Maintain a current inventory of supplies and equipment.
12. Document work projects and completion of projects in each building.
13. Maintain all district vehicles designated as used for operation and maintenance purposes.
14. Provide support to both the District Superintendent and Regional Superintendent regarding Health/Life Safety related items for both the Main Campus and West Campus decennial surveys.
15. Provide guidance on asbestos related issues. Maintain the annual training and certification as an Asbestos Abatement Contractor/Supervisor
16. Schedule and complete all annual inspections (Health Life Safety, alarms, fire extinguishers, asbestos, etc).
17. Work with the Superintendent to project both future building and grounds related projects with associated costs.
18. Evaluate and make recommendations on budgetary line items related to the Operation and Maintenance Fund of the district.
19. Develops and monitors budget and expenditures for the purpose of ensuring that allocations are accurate and expenses are within budget limits.

20. Performs personnel administrative functions (i.e. interviewing, selecting, scheduling, evaluating, supervising, training, etc) for the purpose of maintaining adequate staffing levels and enhancing the performance of maintenance and custodial staff.
21. Other duties as assigned by the Superintendent or the Building Principals.