

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### ASSISTANT DIRECTOR – MAINTENANCE SERVICES

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Administration, Building Construction, Engineering or related field.
- (2) Master's Degree from an accredited educational institution in related field desired.
- (3) Minimum of five (5) years progressively responsible experience in education, business or industry with specialization in construction, general facility maintenance or related field.
- (4) Minimum of four (4) years administrative or supervisory experience involving comprehensive facility maintenance and minor construction preferred.
- (5) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of educational facilities, including physical plant operations and building systems operations. Extensive knowledge of the principles of management, supervision and administration and the ability to apply this knowledge in the workplace. Thorough knowledge and understanding of Florida Statutes, Florida Administrative Codes and other applicable state and local codes and requirements. Technical knowledge in air conditioning and refrigeration, carpentry, custodial services, electronics, electrical work, pest control / exterminating, grounds care, heating and ventilation, locksmithing, painting, plumbing, minor construction projects and contract administration. Proficiency to a high degree of difficulty in word processing, spreadsheet and other software applications, maintenance management software, preparation and presentation of oral and written reports, budgeting, internal fiscal controls, process evaluation and improvement, technical specification development and review, departmental policy and procedure development and review and internal fiscal controls.

#### REPORTS TO:

Director II - Maintenance

#### JOB GOAL

To provide a safe and functional learning and work environment by assisting in directing an effective and efficient School District facility maintenance and custodial delivery system.

#### SUPERVISES:

Manager VI - Custodial Services  
Professional Trade Supervisors  
Secretaries

Accounting Specialists  
Clerk - Data Control - Maintenance  
Administrative Clerk

**ASSISTANT DIRECTOR – MAINTENANCE SERVICES (Continued)**  
**PERFORMANCE RESPONSIBILITIES:**

**Service Delivery**

- \* (1) Assist in planning, implementing and evaluating the District's Comprehensive Maintenance Program for buildings, grounds and equipment.
- \* (2) Assist in coordinating the District's Custodial Services Program.
- \* (3) Assist in receiving and evaluating work orders and establishing priorities.
- \* (4) Assign, schedule and supervise employees for maintenance work under the direction of the Director III - Maintenance.
- \* (5) Supervise the maintenance storage and work areas.
- \* (6) Assist in coordinating the purchase of parts, supplies and equipment to ensure timely and efficient repairs.
- \* (7) Implement procedures to ensure timely response to plant maintenance of an urgent nature.
- \* (8) Assist with the development and monitoring of short- and long-range maintenance plans.
- \* (9) Monitor implementation of standards for maintenance of all District educational and ancillary facilities to ensure compliance with all applicable codes, rules and regulations.
- \* (10) Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- \* (11) Supervise the dispersal of required materials and supplies.
- \* (12) Assist with screening and interviewing applicants for Maintenance Department positions.
- \* (13) Oversee contracts for maintenance services that are provided by outside vendors.
- \* (14) Assist with the development, implementation and review of maintenance strategies to ensure a safe quality learning and working environment.
- \* (15) Assist with correction of maintenance-related deficiencies identified during inspections of facilities and grounds.

**Inter / Intra-Agency Communication and Delivery**

- \* (16) Coordinate activities of the department with schools and other departments.
- \* (17) Coordinate with school principals in identifying and scheduling maintenance activities.
- \* (18) Provide information to the Director on the status of maintenance and custodial services and prepare appropriate recommendations.
- \* (19) Respond to inquiries or concerns in a timely manner.

**Professional Growth and Improvement**

- \* (20) Train appropriate personnel on health and safety issues; such as, bloodborne pathogens, hazardous materials / right to know, asbestos, and others.
- \* (21) Assist with development and implementation of training programs for maintenance and custodial personnel.
- \* (22) Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- \* (23) Promote and support professional growth for self and others.

**Systemic Functions**

- \* (24) Assist with the development and implementation of the department budget.
- \* (25) Assist in supervising assigned personnel, conducting annual performance appraisals and making recommendations for appropriate employment action.
- \* (26) Represent, consistently, the District in a positive and professional manner.
- \* (27) Prepare or oversee the preparation of reports and maintain appropriate records.
- (28) Perform other incidental tasks consistent with the goals and objectives of this position.

**ASSISTANT DIRECTOR – MAINTENANCE SERVICES (Continued)**

**Leadership and Strategic Orientation**

- \*(29) Set high standards and expectations for self and others.
- \*(30) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(31) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District’s approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

**Job Description Supplement No. 10**

\*Essential Performance Responsibilities

**ADMINISTRATIVE SALARY SCHEDULE – PAY GRADE 10**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**