

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

DIRECTOR II- MAINTENANCE

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Administration, Building Construction, Engineering or related field.
- (2) Master's Degree 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:

Thorough knowledge of Florida Statutes, Florida Administrative Codes, School Board policies and other applicable state and local codes and requirements. Extensive knowledge of educational facilities, including physical plant operations and building systems operations. Extensive knowledge of the principles of management, supervision, administration and ability to apply this knowledge in the workplace. 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 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 of customer service.

REPORTS TO:

Assistant Superintendent - Operations

JOB GOAL

To provide a safe and functional learning and working environment by directing an effective and efficient facility maintenance and custodial delivery system for the School District.

SUPERVISES:

Assistant Director - Maintenance Services
 Assistant Director – Custodial Services
 Professional Trades Supervisors
 Secretaries

Accounting Specialist
 Clerk – Data Control - Maintenance
 Administrative Clerk

DIRECTOR II– MAINTENANCE (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Direct the planning, implementation and evaluation of the District’s Comprehensive Maintenance Program for buildings, grounds and equipment.
- * (2) Coordinate the District’s Custodial Services Program, including the evaluation of programs for providing supplies, training and staffing and determining approaches to meet objectives identified by the School Board and the Superintendent.
- * (3) Receive and evaluate work orders and establish priorities.
- * (4) Assign, schedule and supervise employees for maintenance work.
- * (5) Supervise the maintenance storage and work areas.
- * (6) Coordinate the purchase of parts, supplies and equipment to ensure timely and efficient repairs.
- * (7) Oversee contracts with outside vendors for maintenance services when applicable.
- * (8) Develop, maintain and coordinate procedures to ensure timely response to plant maintenance of an urgent nature.
- * (9) Coordinate training of personnel in handling / managing hazardous materials.
- * (10) Monitor the development of both short- and long-range plant maintenance plans.
- * (11) Monitor implementation of standards for the maintenance of District educational and ancillary facilities to ensure compliance with all applicable codes, rules and statutes.
- * (12) Supervise the maintenance of current inventory of maintenance and custodial supplies, tools and equipment.
- * (13) Supervise the dispersal of required materials and supplies.
- * (14) Develop, implement and constantly review maintenance strategies to ensure a safe, quality learning and working environment throughout the District.
- * (15) Process evaluation of services based on customer requirements and feedback relative to the effectiveness of the department.
- * (16) Work closely with emergency management personnel to take necessary precautions, assess damage and take appropriate follow-up action.
- * (17) Oversee corrections of deficiencies of a maintenance nature which are identified during inspections of facilities and grounds.

Inter / Intra-Agency Communication and Delivery

- * (18) Coordinate the activities of the department with schools and other departments.
- * (19) Coordinate with school principals in identifying and scheduling maintenance activities.
- * (20) Provide information to the Assistant Superintendent on the status of maintenance and custodial services and prepare appropriate recommendations.
- * (21) Respond to inquiries or concerns in a timely manner.
- * (22) Coordinate with the Director II - Facilities Planning and staff on a regular basis dealing with construction plans and documents, capital outlay project recommendations, warranty issues, equipment specifications and other matters as needed.

Professional Growth and Improvement

- * (23) Develop and deliver appropriate and current training programs for maintenance and custodial personnel.
- * (24) Keep abreast of new developments in facility design, operation of systems and maintenance techniques to ensure maximum efficiency from operational expenditures.
- * (25) Implement procedures for personnel awareness of Florida Statutes, State Board of Education rules and health and safety standards and ensure the standards are implemented.
- * (26) Maintain a network of peer contacts through professional organizations.
- * (27) Promote and support professional growth for self and others.

DIRECTOR II– MAINTENANCE (Continued)**Systemic Functions**

- *(28) Serve as a member of the Emergency Management Team for areas of responsibility.
- *(29) Represent, consistently, the District in a positive and professional manner.
- *(30) Assist in developing bid specifications for materials, supplies, equipment and contracted services.
- *(31) Develop and maintain operating manuals for distribution to appropriate personnel.
- *(32) Assist in the development of administrative guidelines and policies for maintenance services.
- *(33) Develop the department budget, monitor its implementation and make recommendations for capital outlay projects.
- *(34) Interview applicants for positions, supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(35) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(36) Supervise the keeping of time records and submission of payroll for maintenance personnel.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- *(38) Provide oversight and direction for cooperative planning with other agencies.
- *(39) Provide leadership and direction for the assigned areas of responsibility.
- *(40) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(41) Assist in implementing the District's goals and strategic commitments.
- *(42) Set high standards and expectations for self and others.
- *(43) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(44) Utilize appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(45) Plan for future needs and prepare requisitions to meet the need for tools, equipment and supplies.
- *(46) Exercise proactive leadership in promoting the vision and mission of the District.

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 6

Date of Board Approval: November 16, 2004

Date of Revision: November 1, 2004