

# Hyde County Schools

## DIRECTOR OF MAINTENANCE

### NATURE OF WORK

Under limited supervision, directs and controls the operation of the Maintenance Department. Work involves directing the scheduling and operation of work crews in the Maintenance Department; requisitioning materials, tools, and equipment or technical specifications needed to complete work, and supervising and inspecting all work performed. Work also involves developing and executing maintenance and construction programs. Employee must exercise considerable independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school officials, co-workers, contractors and the general public. Also works with various government agencies such as, building, health, fire, insurance, etc. to assure acceptable standards are maintained.

### DUTIES AND RESPONSIBILITIES

Directs the scheduling and operation of work crews in the Maintenance Department.

Develops and executes maintenance and construction programs.

Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.; prepares work schedules; requisitions materials, tools, and equipment needed to complete job tasks.

Initiates action to correct or repair damaged property; assigns crews to perform work; and inspects work upon completion.

Supervises and inspects all work performed by work crews in the Maintenance Department.

Works closely with various school officials and department heads to determine current and future needs.

Maintains all records of repairs, renovations, and scheduled preventative maintenance.

Drafts plans, prepares specifications and develops technical information for plans and specifications.

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Responsible for all aspects of identification, planning, development, budgeting and execution of projects associated with maintenance and repair of school plants and equipment.

Provides technical information and guidance to school authorities concerning maintenance repair of school plant and operation.

Enforces state, local, and school system policies and standards.

Performs follow-ups on maintenance and service procedures and sub-contractors.

### **MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school, completion of vocal level course work in build trades or related field and 5-7 years of supervisory experience in construction or related fields; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Bachelor's degree preferred. Possession of valid driver's license issued by the State of North Carolina.

### **ESSENTIAL JOB FUNCTIONS**

Must be physically able to operate a variety of machinery and equipment including computers, copiers, farm equipment, trades equipment, heavy equipment, various hand tools, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Requires the ability to read a variety of correspondence, reports, forms, requisitions, invoices, blue prints, etc. Requires the ability to prepare correspondence, reports, forms, etc. using prescribed formats.

Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, accounting, and electrical terminology.

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Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide, utilize decimals and percentages.

Requires the ability to handle a variety of items such as small hand tools.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of local, state, and federal regulations, policies and procedures regarding maintenance functions.

Considerable knowledge of modern industrial techniques.

Considerable knowledge of all building trades and codes.

Considerable knowledge of proper safety precautions regarding building, grounds and equipment maintenance.

Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state, and local laws, rules and regulations.

General knowledge of the current literature, trends, and developments in the field of building, grounds and equipment maintenance.

General knowledge of carpentry, plumbing, and electrical systems, HVAC, roofing, grounds, etc.

General knowledge of the principles of supervision, organization and administration.

Ability to inspect maintenance work for quality, safety, and compliance with applicable laws, rules and regulations.

Ability to maintain routine administrative reports and records.

Ability to read and interpret blueprints and schematic drawings.

Ability to draft work plans and develop specifications.

Ability to organize, schedule and monitor maintenance work crews.

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Ability to determine the need for maintenance work, to estimate the manpower needed and the materials required.

Ability to effectively express ideas orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

**REPORTS TO:** Superintendent

**FSLA STATUS:** Non Exempt

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.