

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Director Maintenance

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate, supervise and participate in the maintenance and repair of District facilities and related equipment and systems. The position is responsible for supervising staff, ensuring the proper and safe maintenance of District facilities, procuring goods and services required for facility maintenance, coordinating work with vendors and contractors, and performing related work as required. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Plans, assigns and supervises the general maintenance of schools and other District buildings and facilities.

Supervises assigned maintenance personnel and other workers, including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Assists in developing and implementing policies and procedures.

Assists in developing budgets for assigned areas of supervision.

Inspects District facilities and equipment for proper condition; initiates maintenance and repair work as needed.

Estimates materials/labor costs for, schedules and sets priorities for maintenance projects.

Meets with principals and others to advise, plan and implement repairs and general maintenance tasks.

Establishes maintenance standards and schedules.

Establishes and maintains an efficient work order system; receives and supervises the timely completion of all work orders.

Supervises, performs and/or assists subordinates with building maintenance activities, including but not limited to electrical, plumbing, mechanical and HVAC installation, maintenance and repair work; interior and exterior painting; general carpentry and renovation work; masonry; roofing repair.

Coordinates and oversees the work of contractors on various maintenance and repair projects as necessary; provides technical and administrative assistance to consultants and contractors providing design, construction and maintenance services.

Requests servicing and repairs on systems maintained by outside vendors, including but not limited to generators, fire alarms, security alarms, intercom/phone systems, elevators, utilities, food service equipment.

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Inspects work in progress and completed to ensure compliance with District and department policies, procedures and standards of quality and safety.

Maintains assigned vehicles and equipment; initiates repair work as needed.

Locates, obtains price quotes, and purchases necessary tools, equipment, materials and supplies; approves invoices for payment.

Maintains accurate and complete records of work orders completed; compiles data for and prepares required reports.

Receives and responds to concerns, complaints and inquiries in areas of responsibility.

Performs general administrative tasks as required, including but not limited to preparing correspondence, copying and filing documents, entering and retrieving computer data, attending meetings.

Attends training, seminars and workshops as necessary to maintain and enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Directs others in major events and reports on activities and results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department.

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Mathematical Requirement:

“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

“Communications” involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with extremely serious impact - affects entire organization and impacts other activities/organizations and the general public; where loss of life and/or damage is highly likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires management level responsibility for application and interpretation of the policies regarding the provision of continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the

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position.

Requires a minimum of a Bachelor's Degree or ten years applicable experience.

Bachelor's degree in industrial management, facility management, engineering, building trade(s), building construction or related field is preferred.

Licenses Certifications Registrations Required:

"Licenses, Certifications, and Registrations" refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Appropriate State of Florida professional certification as required and applicable.

Requires a valid state driver's license.

Experience Requirements:

"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires eight years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.

Requires medium work involving standing or walking all of the time, exerting 20 to 50 pounds of force on a regular basis, and considerable dexterity and skill in operating machinery, tools, or office equipment.

Unavoidable Hazards:

"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, intense noise levels, vibration, fumes or noxious odors, moving mechanical parts, electrical shock, heights, disease/pathogens, traffic, animals/wildlife, explosives, toxic or caustic chemicals.

Sensory Requirements:

"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director of Operations & Planning

Supervises:

Maintenance Personell

PAY GRADE: From: A138A1 To: A138O3

Number of Months: Number of Days: Hours:
Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016