

**Director of Operations and Maintenance**

**Primary Function**

To manage the Operations and Maintenance services of the school district

**Organizational Relationships**

Reports to the Business Manager

**Qualifications**

- Graduation from high school or technical school
- One or more years of post secondary vocational or technical school training
- Working knowledge of power plant and related distribution systems
- Ability to perform assigned duties and tasks with a minimum of direction.
- Ability to maintain effective public and co-worker relationships.
- Ability to physically move about the district.
- Ability to understand and carry out oral and written directions.
- Ability to handle personnel information with confidentiality.
- Working knowledge of building construction, maintenance and repair
- Working knowledge of building codes and safety precautions used in plant operations
- Ability to physically move about the district including up and down stairs
- Must be able to lift 75lbs or more without assistance and 100 lbs or more with assistance
- Working knowledge of office technologies including phone, fax, and database
- Proficient skill in English composition, grammar and spelling.

**Performance Responsibilities**

1. Examine school buildings on a regular basis for needed repairs and maintenance
2. Plan and coordinate the maintenance and repair of all mechanical systems (HVAC, plumbing, electrical, telephone, security and other)
3. Establish and recommend priorities on repair and capital improvements
4. Estimate costs of repair projects in terms of labor, material, and overhead
5. Assign staff to projects, monitor and certify time and overtime to payroll for time worked
6. Plan, assign, and inspect the work of head custodial and maintenance personnel
7. Plan and oversee budget for operations and maintenance projects and capital improvements
8. Advise on the hiring of contractors to perform certain projects
9. Inspect all work, including contract work, to insure proper standards of workmanship, material and equipment
10. Recruit, select and train personnel; evaluate performance
11. Review, approve, schedule, and monitor all work order requests
12. Review and approve all Operations and Maintenance invoices for payment
13. Maintain necessary records and documentation; make reports as necessary
14. Manage all asbestos projects in accordance with state and federal regulations
15. Manage the Operations and Maintenance inservice and training programs
16. Confer with Principals regarding building needs
17. Perform other related duties as assigned by the Business Manager

**Terms of Employment**

260 work days. Salary and work year established by the Board of Education.

**Evaluation**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services personnel.

2/2014