

## Facilities and Maintenance Director – Job Description

Reports to: Superintendent

Qualifications: Construction Management Degree  
or  
High School Diploma and  
Demonstrates Expertise in field of  
Building Maintenance and Construction

### Maintenance and Operations

1. Is present at work everyday, on time, and performs all duties as assigned effectively and efficiently.
2. Is neat and professional in appearance befitting the job.
3. Shall exhibit a professional attitude and demeanor at all time in dealing with the board, school administrators, fellow employees, parents, students, and the public.
4. Coordinate with the Superintendent to make long range plans for maintenance and operations staffing decisions, capital purchases, and facility needs.
5. Conduct annual evaluations of all maintenance staff.
6. Develop and coordinate training programs for maintenance and custodial staff.
7. Process paperwork required for daily operations of maintenance department.
8. Assist in development and monitoring of budget for efficient use of district funds.
9. Review all maintenance expenditures and approve for payment.
10. Develop Scope of Work for local construction and maintenance projects and writes contracts for local projects when required.
11. Coordinate outside contractors performing work associated with building maintenance and warranty work.
12. Develops or approves specifications for procurement of supplies, equipment, and services related to maintenance and operations.
13. Stay abreast of new technology, equipment and processes, and study alternative methods of delivery of services and report on feasibility for district application.
14. Develop and communicate departmental procedures for maintenance and operation of school district buildings.
15. Maintain safety standards for department staff by developing and communicating procedures to conform to federal, state, and insurance regulations.
16. Ensure district is in compliance with all federal, state and local regulations regarding maintenance programs.
17. Is the Designated Person for the asbestos management program and ensures that the school system fulfills its responsibilities for managing asbestos.
18. Respond to all after-hours calls as needed.
19. Prioritize, and coordinate maintenance request as required.
20. Assist maintenance personnel with problem solving.
21. Performs other duties as assigned by the Superintendent.

## Energy Management and Utilities

Develop building schedules at all locations.

Develop schedules associated with holidays and special events as required.

Monitor controls systems for proper operation and schedule maintenance as required.

Maintain and update CAD control drawings with changes and additions to systems.

Schedule quarterly visits by STAEFA technician to maintain system performance.

Continuing education associated with building automation systems.

Monitor utility usage at all buildings and approve utility payments.

## Building Access and Key System

Maintain system wide data base of employee and community keys issued and returned

Track lost or missing keys and re-pin cores as required

Update CAD drawings of all facilities as pin codes change

## Employee Safety

Chair system safety committee meetings at board office.

Develop and maintain the System Right to Know and MSDS information.

Ensure that all employees have safety training associated with their job description.

Assist with maintaining employee training records.

Assist school safety committees with safety task and requirements as needed.

Communicate with GEWCT on safety issues as required.

## Facilities and Construction Management

Assist Superintendent with long range planning of facility and construction projects including budgets, plans and specifications, and timelines.

Works with DOE Facilities Consultant as directed by the Superintendent to develop the school systems 5 year facility plan and provide all necessary documents required for approval by DOE.

Works with Superintendent and coordinates with the Architect, Contractor, and DOE Facilities Services to ensure that all the documentation required from start-up through completion of the project are generated, distributed to the appropriate entities, filed with the proper authorities, and kept on file at the Local BOE.

During the construction phase attends weekly progress meetings with the Architect's Contract Administrator and the Contractor to monitor the quality of all phases of the building construction and reports changes or concerns to the Superintendent.

## Grounds and Sports Fields

Develop and implement a plan of action for the grounds maintenance that includes cutting schedules, fertilizer and herbicide treatments, pruning and bed maintenance.

Develop and implement a plan of action for the athletic fields that includes herbicide and fertilization, the cutting schedules, aeration schedules in conjunction with the fertilization and herbicide applications, setting up irrigation schedules that deliver the proper amount of water to each field given the current climate conditions, periodic soil testing to ensure a balance soil condition, scheduling equipment maintenance, and periodic surveillance of fields for disease and pest to prevent catastrophic loss of turf areas.