



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Assistant Director of Maintenance
SCHOOL/DEPARTMENT	Operations/ Maintenance
SALARY	Salary Grade 70 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Director of Maintenance
SUPERVISES	Maintenance Personnel
WORK WEEK SCHEDULE	Monday – Friday; must be available on-call
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Assistant Director of Maintenance performs responsible supervisory and managerial efforts to ensure that the department's trade sections are provided logistical and administrative support required in order to perform their responsibilities. Such support will include developing, implementing, and monitoring on behalf of the Director of Maintenance, administrative programs, policies and procedures to support all aspects of the deferred maintenance program to include the development and implementation of the department's procedures; perform necessary supervisory functions associated with the district's preventative maintenance program function, energy management and custodial services. The Assistant Director must exercise considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and scheduled; repair work is accomplished in a timely, safe and proper manner, personnel are effectively supervised, property is adequately used and maintained, and necessary outside services are obtained. The Assistant Director must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the guidelines applicable to the development and implementation of shared use agreements between the district and external organizations.
- Thorough knowledge of the processes associated with the department maintenance operational functions
- 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
- Considerable knowledge of the principles of supervision, organization and administration
- Familiarity with modern industrial techniques
- Adequate knowledge of current literature, trends and developments in the area of energy management, pest management and custodial services
- Ability to inspect maintenance work for quality, safety and compliance with applicable laws, rules and regulations
- Ability to estimate time, human resources, and funding required to perform maintenance tasks
- Ability to monitor and review employee and contractor work effectively
- Ability to use common office machines, project management programs, and computer-driven word processing, spreadsheet, and file maintenance programs
- Ability to maintain administrative reports and records
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- General knowledge of school system personnel policies
- General knowledge of the principles and practices of public relations work
- Ability to plan, develop, implement and evaluate effective programs and systems
- Ability to travel independently to and from various schools and meeting locations
- Ability to accurately interpret state and federal regulations and school policies
- Ability to use common office machines and applicable computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain complete and accurate records and statistics, to develop meaningful reports and to make sound decision from that information
- Ability to develop and administer budgets
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to set priorities and allocate time so that tasks are completed and deadlines are met in a timely manner
- Ability to build team spirit, inspire cooperativeness in others and to encourage team members to accomplish work assignments even under difficult conditions
- Ability to operate a vehicle and drive to various locations throughout the school district

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree or higher from an accredited institution in the field of energy management, technical areas (such as HVAC, Electrical or other skilled trades), personnel management, or other related area
- Three (3) to five (5) years of experience in the field of maintenance operations
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Certification and/or experience as an Electrician, HVAC Technician, Plumber or other related area requiring a specific skill set
- Experience working in the field of Maintenance in a public school system
- Experience with athletic field and grounds maintenance

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and oversee the operation and administration of the department's computerized maintenance work order system and other computerized system applications used to support the department's various trade sections such as custodial and health and safety systems
2. Recommend system adaptation to provide executive summaries, productivity reports, inventories, re-order schedules, budget and other related output
3. Manages the computerized records of repairs, renovations, and scheduled preventative maintenance
4. Schedules deferred maintenance work and contract with a wide range of vendors for various facility projects
5. Performs necessary supervisory actions to ensure all support maintenance functions are performed accurately and timely
6. Performs personnel administration functions for supervised employees
7. Performs necessary supervisory functions associated with the district-wide preventative maintenance program
8. Oversees and implements the Energy Management program for the district
9. Conducts energy audits, compiles reports and utilizes facility software to manage energy and utility expenses, energy management, and custodial services
10. Reviews and coordinates facility custodial support services, evaluation of standards and training for district and school-based custodians
11. Supervises 2nd shift employees when necessary
12. Assists the Director of Maintenance with performing personnel functions to include scheduling, disciplinary actions, promotions, and performance evaluations
13. Assist the Chief Operations Office and the Director of Maintenance with preparing special projects and the annual budget proposals
14. Attend meetings with the Director of Maintenance

15. Assist the Director of Maintenance with interviewing and selecting employees
16. Respond to district wide burglar and fire alarm calls when called by Security Central
17. Oversee and monitor all utilities, water, electrical, sewer and gas utilities and operations
18. Coordinate all needed inspections; fire, fire alarm systems, sprinkler, café hood and bleachers
19. Evaluate project sketches or blue prints and cost estimates to make implementation decisions
20. Inspect the work of outside contractors for adherence to plans and specifications
21. Consult with outside authorities and agencies regarding facility maintenance, preparedness and environmental issues with the Director of Environmental Health and Safety
22. Assist in the preparation of plans and specifications suitable for bidding
23. Monitor up through completion the work of contractors performing routine, non-routine and extra-ordinary work and perform final review of work performed
24. Oversee ground maintenance repairs for mowing playgrounds and athletic fields, fertilizing and seeding grass, irrigation of athletic fields, lighting needs for athletic and parking lots, cut and remove trees and debris, drainage and piping problems, snow and ice cleanup, walk and driveway repairs, trash and cardboard dumpster repair and replacement
25. Consult with Director of Testing to ensure that outside maintenance work is not performed around schools during end of semester and end of year testing sessions
26. Work with Director of Testing to ensure that HVAC, plumbing, alarm, and electrical issues are addressed immediately during testing seasons so as not to cause disruption to prescribed testing schedules
27. Determine deferred maintenance needs, coordinates deferred maintenance schedules, selects and purchases equipment for designated projects
28. Oversee delivery and pickups for custodial supplies, copy paper, USDA foods for cafeteria needs, recycling and test paper disposal, surplus and gas and oil for lawn care, as needed
29. Assist with inclement weather protocol and checking of road conditions when necessary
30. Perform other duties as assigned by the Director of Maintenance

WORKING CONDITIONS	
PHYSICAL DEMANDS	Must be physically able to operate a variety of machinery and equipment associated with the field. Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*