



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Director of Maintenance
SCHOOL/DEPARTMENT	Operations
SALARY	Salary Grade 72 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Operations Officer
SUPERVISES	Assistant Maintenance Director, Lead Office Support
WORK WEEK SCHEDULE	Monday – Friday; must be available for evenings and weekends
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The Director of Maintenance performs responsible supervisory, budget execution, technical overview, logistical execution, and administrative work in coordinating and directing the maintenance activities of the Operations Department. Work involves developing, implementing, coordinating, directing and supervising the maintenance of school system buildings, grounds, and equipment; overseeing all repair and preventive maintenance work on buildings and all associated building systems; and monitoring work performed by contractors who supplement maintenance personnel for repairs and services. The Director is also involved with the administration of contracts for all operating and modernization activities including requests for quotations, bid solicitations, contract awards, pre-construction conferences, etc., as well as preparing required routine reports. The Director must exercise considerable independent judgment and initiative to ensure that the activities of the department are cost effective, properly developed, implemented and schedules; repair work is accomplished in a timely, safe and proper manner, personnel are efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained. The Director must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of local, state and federal regulations, policies and procedures regarding all maintenance functions, including contracting and purchasing
- Considerable knowledge of modern industrial techniques
- Considerable knowledge of the methods and procedures used in preparing bid specifications
- Considerable knowledge of the formal and informal bid processes
- Considerable knowledge of state and school system rules, regulations and laws regarding purchasing
- 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
- Considerable knowledge of the current literature, trends, and developments in the field of building, ground and equipment maintenance
- Considerable knowledge of the principles of supervision, organization and administration
- Ability to use common office machines and popular computer-driven word processing, spreadsheet, project management programs and file maintenance programs
- Ability to maintain routine administrative reports and records
- Ability to develop and implement department policies and procedures
- Ability to monitor and review contract work for quality
- Ability to effectively express ideas orally and in writing
- Ability to establish and maintain effective working relationships as necessitated by work assignments

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree or higher from an accredited institution in construction engineering, construction management, or a related field
- Six (6) to nine (9) years of supervisory and/or management experience in construction or building maintenance
- Any equivalent combination of training and experience that provides the required skills, knowledge, and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

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

PREFERRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution in construction engineering, construction management, or a related field

- Extensive experience working in a public school environment

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directly supervise the day to day activities of the Maintenance Department and its employees
2. Develop and implement long range planning
3. Prepare and present annual maintenance budget proposal
4. Evaluate and create reports regarding the condition of buildings and sites recommending improvements or modifications as necessary
5. Evaluate and recommend methods to optimize usage of available space
6. Coordinate the development of the school system's long-range facilities plan
7. Develop and monitor facility standards to meet program needs
8. Coordinate and supervise the preparation of specifications for construction needs
9. Estimate the cost of proposed construction projects
10. Estimate the budget requirements for proposed and ongoing projects
11. Initiates the preparation of plans and specifications suitable for bidding
12. Inspect and monitor the completion of the work of contractors performing routine, non-routine, and extra-ordinary work for adherence to plans and specifications
13. Directs the overall technical training activities for maintenance personnel
14. 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 trades
15. Review all applications for changes to buildings and grounds and approve (or deny) those applications
16. Oversee the disposal of all surplus items in the district
17. Oversee and monitor all utilities: water, electrical, sewer, and gas
18. Coordinate all required inspections, fire inspections, fire alarm system inspections, sprinkler inspections, café hood inspections and bleacher inspections
19. Ensure storage and security of materials
20. Inform staff of changes in technology, laws, codes, or regulations regarding general facility maintenance
21. Oversee the district athletic field specialist regarding supply orders and field maintenance
22. Evaluate project sketches and/or blueprints and cost estimates to make implementation decisions
23. Consult with outside authorities and agencies regarding facility maintenance and environmental issues
24. Prepare and present oral and written reports to superiors, other departments, and school officials
25. Conduct the staffing of vacant positions in collaboration with the Human Resources Department
26. Develop and implement staff development training, Maintenance Management Programs, Preventative Maintenance Programs, and Quality Assurance Programs
27. Coordinate district, local, state and federal regulations, policies and procedures enforcement
28. Prepare and develop new procedures and/or standards for the maintenance staff for the purpose of increasing safety, productivity, efficiency and improving the technical application of service while reducing costs and improving services
29. Stay current with new developments, regulations, policies and procedures related to all maintenance functions mandated by federal, state and local officials
30. Adhere to and enforce federal, state, and local laws, policies, standards and procedures related to contracting maintenance purchasing and the successful operation of a maintenance division
31. Determine material usage, keep inventory processes current, establish stock levels and establish sources for purchasing stock required by the Department related to all maintenance functions and trades

- 32. Prepare purchase requisitions, counter sign requisitions prepared by others, and approve emergency purchases on blanket orders
- 33. Review all invoices submitted to the Maintenance Department for completeness, appropriateness and cost effectiveness; certify for payment all invoices for services and materials for the Department
- 34. Assist with inclement weather and building emergency procedures
- 35. Perform additional duties as assigned by the Chief Operations Officer

WORKING CONDITIONS	
PHYSICAL DEMANDS	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.*