

ST. MARY'S COUNTY PUBLIC SCHOOLS
SUPERVISORS AND ADMINISTRATORS POSITION DESCRIPTION

DIRECTOR OF MAINTENANCE I

POSITION: Director of Maintenance I

REPORTS TO: Assistant Superintendent of Supporting Services

LOCATION: Division of Supporting Services

NATURE OF WORK:

The Director of Maintenance I is responsible for the supervision and administration of the Maintenance Department. The employee is responsible for supervising the preservation, safety, and maintenance of school system buildings, grounds, and equipment.

ESSENTIAL FUNCTIONS:

- Directs and evaluates maintenance employees to include recommending the employment of new personnel, scheduling and prioritizing work to be done by maintenance staff, approving leave requests, and completing necessary personnel forms;
- Directs the planning, development, implementation, administration, and evaluation of the school system's maintenance of physical plant and preventive maintenance programs, including facility management and environmental systems, controls and regulatory compliance. Areas of management responsibility include school based preventive maintenance (PM) program;
- Develops, prepares and administers the budget for maintenance including maintenance of building, grounds, security, and general equipment;
- Knowledgeable of negotiated agreements;
- Demonstrated skills in making presentations;
- Thorough knowledge of principles, practices, methods, and procedures for establishing and maintaining an effective building and equipment maintenance program, including determining effective maintenance schedules, determining equipment and human resource needs, ensuring safe, proper, and effective maintenance activities;
- Thorough knowledge of safety standards, procedures, and practices pertaining to building and equipment maintenance and the use of power and hand tools and mechanized equipment; and
- Thorough knowledge of School Board policies, goals, and objectives pertaining to building and equipment maintenance.

DUTIES AND RESPONSIBILITIES:

- Plans, directs, and evaluates a comprehensive maintenance program for all school system buildings and grounds;
- Establish as needed and direct evaluations of all school buildings and grounds to ensure safety, timely repairs, preventive maintenance, and energy conservation;
- Completes periodic written reports of accomplished work for the Assistant Superintendent of Supporting Services;
- Maintains designated climate control systems, heating systems, and appliances in cafeterias;
- Prepares and monitors the maintenance budget, maintaining cost records for all repairs and purchasing materials and tools in compliance with budgetary and purchasing regulations;
- Assures that adequate inventory of spare parts, supplies and equipment is maintained;
- Prepares plans and specifications for contract maintenance;
- Coordinates the repair of school facilities with the Maryland State Department of Education and Interagency Committee on School Construction;

- Plans and coordinates work of the various maintenance programs. Respond to customer concerns questions, and advise/assist on all matters pertaining to facilities maintenance and repair;
- Provides all other director functions to assure an effective in-house and contractual school maintenance program;
- Responsible for the Facility Management Program;
- Reviews utility costs and initiates and modifies controls as required;
- Knowledge and experience of structural, mechanical, and electrical systems for institutional facilities;
- Ability to communicate effectively, both orally and in writing;
- Ability to establish and maintain effective working relationships with subordinate employees, school officials and administrators, contractors, local and state agencies, vendors, and suppliers;
- Familiarity with building energy conservation concepts and programs;
- Knowledge of safety and building environmental issues;
- Ability to read and understand building related blueprints; and
- Performs other duties as assigned.

QUALIFICATIONS:

A Bachelors degree in business management or related field and two years experience in facilities management or five years of full-time experience as a journey trades workers and three years experience in a supervisory capacity. Other related work experience may qualify for consideration. All work experience should relate to large-scale physical plant maintenance, with institutional experience being the most desirable. Any combination of experience and training that would provide the following knowledge, abilities, and skills: Experience in working with legal requirements involving maintenance and operational functions. Experience in the most recent technology, including facilities management systems, and work order system.

TERM OF EMPLOYMENT:

Full-time twelve-month position.

SALARY GRADE RANGE:

The salary for this position will be based on SMASA salary schedule (#5) for eleven and twelve-month employees – Range G.

BARGAINING UNIT ELIGIBILITY: SMASA