

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: DIRECTOR - MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under limited general guidance, perform responsible supervisory and managerial efforts to ensure that the department's trade sections are provided logistical and administrative support required performing their responsibilities. Such support will include developing, implementing and monitoring on behalf of the Senior Executive Director of Facilities and Building Services, administrative programs, policies, and procedures to support all aspects of the maintenance functions to include the development and implementation of the department's procedures; perform managerial functions associated with the districts community use of school facilities; perform managerial functions associated with the districts integrated pest management system function; perform managerial functions associated with the support section. Supervises office support staff and Program Administrators. Employee 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 efficiently supervised, property is adequately used and maintained, and necessary outside services are obtained. Employee must also exercise considerable tact and courtesy in contacts with contractors, vendors, and various school system officials. Reports to the Senior Executive Director of Facilities and Building Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and oversees the operation and administration of the department's computerized maintenance management system and other computerized system application used to support the department's various trade sections.

System adaptation to provide executive summaries, productivity reports, inventories, re-order schedules, budgetary and other related output.

Manages the computerized records of repairs, renovations, and scheduled preventative maintenance.

Performs necessary supervisory actions to ensure all support maintenance functions are performed accurately and timely; performs personnel administration functions for supervised employees.

Performs necessary supervisory functions associated with the planning, development, and administration of the district-wide maintenance repairs to achieve and maintain the appropriate level.

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Performs necessary supervisory functions associated with the district-wide integrated pest management program.

Supervise functions associated with the District's Shared Use Agreements Program.

Supervise functions associated with management of the District's Community Use of School Facilities Program.

Supervise functions associated with the Department's Web Page development and upgrades.

Employee is also responsible for performing personnel functions to include scheduling, disciplinary actions, promotions, and performance evaluation.

Acts as the Deputy Director in the absence of the Director.

Assists the Senior Executive Director of Facilities and Building Services in preparing special projects and the annual budget proposal.

Attends meetings for the Senior Executive Director of Facilities and Building Services.

Assists the Senior Executive Director of Facilities and Building Services in interviewing and selecting new employees.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor degree in Business Administration, or a related field, and 6 to 9 years of experience in same; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A," Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

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MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including computers, copiers, office equipment, etc. Must be physically able to operate motor vehicles. Must be able to exert up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Physical demand requirements are consistent with those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, requisitions, invoices, blue prints, etc. Requires the ability to prepare correspondence, reports, forms, etc., using prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering and electrical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to understand and apply the principles of descriptive statistics and statistical inference.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in using office equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the guidelines applicable to the Community Use of Facilities by both internal and external organizations.

Considerable knowledge of the guidelines applicable to the development and implementation of shared use agreements between the district and external organization.

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.

Ability to inspect maintenance work for quality, safety and compliance with applicable laws, rules and regulations.

Ability to estimate time, manpower and funding required to perform maintenance tasks.

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.

Considerable knowledge of database management.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.