

Maintenance Director

Qualifications:

1. High School Diploma
2. Four years experience in maintenance including two years in a supervisory capacity, preferably in a school district
3. Such alternatives to the above qualifications that the school board may find appropriate and acceptable

Reports to:

Superintendent and Business Administrator

Supervises:

Head custodian, custodian, maintenance staff, groundskeepers and substitutes

Job Goal:

To provide all students with a physical learning environment that is at once safe, clean, attractive, pleasant and smoothly functioning in a cost-efficient manner.

Performance Responsibilities:

1. Recruits, screens, recommends for hiring and dismissal, trains, schedules, supervises and evaluates all custodial and maintenance personnel.
2. Maintains personnel and other necessary records as required.
3. Establishes and administers schedules and procedures for the regular, ongoing custodial care and preventive maintenance of all school district building, grounds, equipment and vehicles.
4. Examines school buildings, grounds, equipment and vehicles on a regular basis for needed repairs and maintenance.
5. Prepares and administers the budget for maintenance, grounds, security and custodial supplies, equipment and service.
6. Maintains an inventory and recommends purchases of suitable supplies, tools, equipment and fuel.
7. Estimates the cost of projects in terms of labor, material and overhead and recommends the use of district personnel or outside contractors.
8. Assigns, supervises and assists district personnel in performing maintenance and repair work.
9. Recruits, screens and recommends the hiring of contractors to perform maintenance and repair work.
10. Supervises and inspects the work of outside contractors and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.

11. Prepares reports on the cost of work done, materials used and labor expended.
12. Develops a system for dealing with emergency repair problems with efficiency.
13. Reports immediately to the building principals and superintendent any hazardous condition and recommends a solution.
14. Maintains all boilers, equipment and facilities at optimum energy efficiency and recommends energy conservation measures and monitors their implementation.
15. Complies with local laws and procedures regarding the storage and disposal of trash, rubbish and waste.
16. Is responsible for the security of all school district facilities and provides for the appropriate supervision of them.
17. Reports immediately to the building principal, Business Administrator and superintendent, the insurance carrier and appropriate officials, any damage to school property and follows up with necessary documentation.
18. Is responsible for the general safety of all buildings, grounds, equipment and vehicles, as well as their compliance with all federal, state and local codes and requirements.
19. Works closely with the building principals, the chief of police and the fire chief regarding regular building inspections, routine security and safety problems and special problems that may occur from time to time.
20. Does at least 12 hours of training annually.
21. Collaborates with the Town Parks and Recreation Director to implement the school-town shared usage agreement involving cooperative planning and effective and efficient use of town and school personnel, equipment and facilities.
22. Performs other appropriate duties as directed by the administration.

Contract Year: 260 Days – On Call 365 Days, 24 Hours a Day

Evaluation: Performance will be evaluated annually by the Superintendent of Schools and Business Administrator.

Adopted: June 9, 1977
Revised: September 21, 1978
January 3, 1980
November 5, 1981
August 16, 2001
Reviewed: December 5, 2002