

# SCHOOL DISTRICT OF LEVY COUNTY

## JOB DESCRIPTION

### DIRECTOR, MAINTENANCE

#### QUALIFICATIONS:

- (1) Bachelor's Degree in one of the following areas: Architecture, Business Education or Management.
- (2) In lieu of Bachelor's Degree, an exceptional experience (five year minimum) in the field of Industrial Management or public education.
- (3) Experience in supervisory role.
- (4) Hold or be able to obtain a certificate in the Uniform Building Code for the Department of Education, preferred.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of techniques used in construction, remodeling and maintenance. Knowledge of and skill to construct annual budgets based on the needs of the District. Knowledge of all statutes and regulations governing construction and maintenance work. Skill to oversee design and construction projects. Possess positive interpersonal skills for team building.

#### REPORTS TO:

Assistant Superintendent

#### JOB GOAL

To effectively direct the function of maintenance, capital improvements, capital outlay, environmental, energy, safety and security programs. To maintain all property and school plants in good condition to assure optimum educational improvement.

#### SUPERVISES:

All Maintenance Employees

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Develop, coordinate, and implement procedures that will ensure a safe, clean, attractive and pleasant school atmosphere.
- \* (2) Serve as the District's capital outlay advisor.
- \* (3) Direct and coordinate the planning of educational facilities including the annual review of school plant and facility needs and the recommendation of priorities.
- (4) Assist in the development and formulation of appropriate educational specifications.
- \* (5) Recommend and implement criteria relating to whether identified facility needs are to be met by standard or contract maintenance procedures or construction projects.
- (6) Assist in the selection of architectural / engineering firms and outside contractors for design and construction work and supervise the design and construction of all projects, including review of pay requests, inspections and change orders.
- \* (7) Meet with Assistant Superintendent, consultants, principals, and school committees during design phases for construction projects.
- \* (8) Design and supervise all maintenance, repair and construction projects undertaken by District personnel.
- \* (9) Inspect, approve and report on all maintenance, repair, and construction projects and, when applicable, inspect for compliance with building codes from project design

**DIRECTOR, MAINTENANCE (Continued)**

- throughout all phases of construction and submit required annual code compliance reports to the Florida Department of Education.
- \*(10) Supervise and inspect improvement and renovation work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before authorizing final payment.
  - (11) Assist in the acquisition and disposition of School Board-owned real property.
  - (12) Coordinate periodic inspections of all school facilities to ensure compliance with health, safety, and sanitation codes and to determine needed maintenance and repairs.
  - \*(13) Administer the maintenance safety program including the development and implementation of a progressive safety program to prevent accidents.
  - (14) Develop standards for the maintenance of District educational and ancillary facilities.
  - (15) Review requests for maintenance and repair work and establish priority assignments and scheduling of work through the Maintenance Coordinator.
  - (16) Maintain a long-range preventive maintenance program, prepare short-range schedules for programmed work, and develop a system of priorities for non-programmed maintenance work with types of work identified for each priority.
  - (17) Supervise the estimating cost of maintenance, remodeling, renovation, capital improvement and repair projects in terms of labor, materials, and overhead.
  - (18) Direct the District's energy conservation program.
  - \*(19) Direct the District's environmental program including potable water, waste water, storm water, AHERA, Radon, indoor air quality, lamp disposal, and refrigerant recovery, etc.
  - \*(20) Assist in the development, implementation, and evaluation of staff development activities for maintenance and capital improvement personnel.
  - (21) Supervise the function of property control including maintenance of property records and appropriate inventory control for maintenance and capital improvement.
  - \*(22) Prepare all required reports and maintain all appropriate records.
  - \*(23) Supervise assigned personnel, conduct annual performance appraisals, and recommend appropriate employment action.
  - (24) Supervise the development of administrative guidelines for various areas of responsibility.
  - (25) Assist in the development of policies related to assigned areas of responsibility.
  - (26) Assist in the preparation of the administrative services budget.
  - (27) Develop and implement policies and programs to ensure compliance with all regulatory agency rules.
  - (28) Coordinate maintenance activities, capital improvements and capital outlay projects to prevent overlapping of activities.
  - (29) Perform other incidental tasks consistent with the goals and objectives of this position.
  - (30) Work closely with Director of Safety & Security to maintain compliance of regulations for safe and secure campuses.
  - \*(31) Ability to work in a constant state of alertness and safe manner.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

\*Essential Performance Responsibilities

**DIRECTOR, MAINTENANCE** (Continued)

**Job Description Supplement Code 8**

**Lane A2**

**Salary Index 1.0390 of the Administrative Salary Schedule**

**DOE Job Code 81005**

**Revised Board Approval ~~04/11/2017~~ 09/27/2022**