

MAINTENANCE AND OPERATIONS DIRECTOR

GENERAL RESPONSIBILITIES:

- Reports to the Assistant Superintendent for Support Services in Education.
- Supervises all district maintenance services functions to ensure that the district's buildings and grounds are efficiently maintained to original or near original condition.
- Operates and manages the Maintenance Services Department within a cooperative and mutually supportive unit that values its customers 'and minimizes the time expended by building principals.

SPECIFIC RESPONSIBILITIES:

1. Prepares an annual maintenance and operations services budget.
2. Reviews qualifications of applicants and makes recommendations to the Office of Personnel.
3. Maintains an adequate stock of appropriate maintenance materials and supplies.
4. Prepares cost estimates and maintains a schedule of data records.
5. Assigns work orders to the respective supervisors in order of priority.
6. Conducts regular inspections of buildings and grounds to identify preventive maintenance requirements including the maintenance of building signage.
7. Prepares progress reports on projects and work orders which effectively communicate anticipated completion dates to originator.
8. Works with building principals to develop regular preventive maintenance programs.
9. Develops a system of dealing with building-level emergencies efficiently and effectively.
10. Develops and recommends an appropriate in-service training program annually for all maintenance and school-based custodial personnel to the Director of TEC
11. Maintains personnel, payroll and other records as required.
12. Recommends outside contractors and engineers to provide appropriate maintenance and grounds services.
13. Conducts ground maintenance on district-owned developed and undeveloped real property in compliance with state and federal law and rules, county government regulations and ordinances, environmentally sensitive issues and a good neighbor policy.
14. Recommends appropriate maintenance and operations information to the Department of Facilities Planning and Construction regarding the specifications to be used in new and remodeled construction projects.
15. Recommends annually an adequate level of maintenance personnel and equipment to maintain the real property assets of the district.
16. Performs other duties as assigned by the Assistant Superintendent for Support Services in Education.