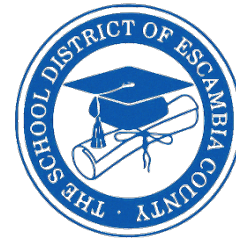


Job Title: **Assistant Director – Maintenance and Custodial Services**



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Administrative – 10

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to provide a safe and functional learning and work environment by assisting in directing an effective and efficient School District facility maintenance and custodial delivery system.

ESSENTIAL JOB FUNCTIONS

- Assists in planning, implementing, and evaluating the District's Comprehensive Maintenance Program for buildings, grounds, and equipment.
- Assists in coordinating the District's Custodial Services Program.
- Assists in receiving and evaluating work orders and establishing priorities.
- Assigns, schedules, and supervises employees for maintenance and custodial work under the direction of the Director – Maintenance and Custodial Services
- Supervises the maintenance storage and work areas.
- Assists in coordinating the purchase of parts, supplies, and equipment to ensure timely and efficient repairs.
- Implements procedures to ensure timely response to plant maintenance of an urgent nature.
- Assists with the development and monitoring of short- and long-range maintenance plans.
- Monitors implementation of standards for maintenance of all District educational and ancillary facilities to ensure compliance with all applicable codes, rules, and regulations.
- Supervises the maintenance of current inventory of maintenance and custodial supplies, tools, and equipment.
- Supervises the dispersal of required materials and supplies.
- Assists with screening and interviewing applicants for Maintenance Department positions.
- Coordinates contract administration with outside vendors for maintenance and custodial services.

- Assists with the development, implementation, and review of maintenance strategies to ensure a safe quality learning and working environment.
- Coordinates implementation of training programs for maintenance and custodial services and personnel.
- Participates in development of bid specification for materials, supplies, equipment, and contracted services.
- Assists with development of the department's personnel planning.
- Assists with correction of maintenance-related deficiencies identified during inspections of facilities and grounds.
- Coordinates activities of the department with schools and other departments.
- Coordinates with school principals in identifying and scheduling maintenance and custodial activities.
- Trains appropriate personnel on health and safety issues; such as, bloodborne pathogens, hazardous materials/right to know, asbestos, and others.
- Assists with development and implementation of training programs for maintenance and custodial personnel.
- Assists with the development and implementation of the department budget.
- Assists in supervising assigned personnel, conducting annual performance appraisals, and making recommendations for appropriate employment action.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Administration, Building Construction, Engineering, or related field.
- Master's Degree from an accredited educational institution in related field desired.
- Minimum of five (5) years of progressively responsible experience in education, business or industry with specialization in construction, general facility maintenance, or related field.
- Minimum of four (4) years of administrative or supervisory experience involving comprehensive facility maintenance and minor construction preferred.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display extensive knowledge of educational facilities, including physical plant operations and building systems operations.
- Requires the ability to display extensive knowledge of the principles of management, supervision and administration and the ability to apply this knowledge in the workplace.
- Requires the ability to display thorough knowledge and understanding of Florida Statutes, Florida Administrative Codes, and other applicable state and local codes and requirements.
- Requires the ability to display technical knowledge in air conditioning and refrigeration, carpentry, custodial services, electronics, electrical work, pest control/exterminating, grounds care, heating and ventilation, locksmithing, painting, plumbing, minor construction projects, and contract administration.
- Requires the ability to display proficiency to a high degree of difficulty in word processing, spreadsheet, and other software applications, maintenance management

software, preparation, and presentation of oral and written reports, budgeting, internal fiscal controls, process evaluation and improvement, technical specification development and review, departmental policy and procedure development, and review and internal fiscal controls.

- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to oversee work that involves the use of complex technical, scientific, or mathematical concepts that increases the efficiency and effectiveness of the organization.
- Requires the ability to oversee numerous functions and staff and oversee and manage work involving multiple units.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage the budget within assigned department, determine allocation of budget among divisions, and make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to supervise employees using or repairing heavy or complex machinery.
- Requires the ability to establish policies for using, acquiring, and/or maintaining heavy or complex machinery.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 18, 2023, effective July 1, 2023

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY