



**Job Title:** Director – Maintenance 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 – 6

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

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

## **ESSENTIAL JOB FUNCTIONS**

- Directs the planning, implementation, and evaluation of the District's Comprehensive Maintenance Program for buildings, grounds, and equipment.
- Coordinates the District's Custodial Services Program, including the evaluation of programs for providing supplies, training, and staffing and determining approaches to meet objectives identified by the School Board and the Superintendent.
- Receives and evaluates work orders and establishes priorities.
- Assigns, schedules, and supervises employees for maintenance work.
- Supervises the maintenance storage and work areas.
- Coordinates the purchase of parts, supplies, and equipment to ensure timely and efficient repairs.
- Oversees contracts with outside vendors for maintenance services when applicable.
- Develops, maintains, and coordinates procedures to ensure timely response to plant maintenance of an urgent nature.
- Coordinates training of personnel in handling/managing hazardous materials.
- Monitors the development of both short- and long-range plant maintenance plans.
- Monitors implementation of standards for the maintenance of District educational and ancillary facilities to ensure compliance with all applicable codes, rules, and statutes.
- Supervises the maintenance of current inventory of maintenance and custodial supplies, tools, and equipment.
- Supervises the dispersal of required materials and supplies.
- Develops, implements, and constantly reviews maintenance strategies to ensure a safe, quality learning and working environment throughout the District.
- Processes evaluation of services based on customer requirements and feedback relative to the effectiveness of the department.

- Works closely with emergency management personnel to take necessary precautions, assess damage, and take appropriate follow-up action.
- Oversees corrections of deficiencies of a maintenance nature which are identified during inspections of facilities and grounds.
- Coordinates the activities of the department with schools and other departments.
- Coordinates with school principals in identifying and scheduling maintenance activities.
- Provides information to the Assistant Superintendent on the status of maintenance and custodial services and prepare appropriate recommendations.
- Responds to inquiries or concerns in a timely manner.
- Coordinates with the Director – Facilities Planning and staff on a regular basis dealing with construction plans and documents, capital outlay project recommendations, warranty issues, equipment specifications, and other matters as needed.
- Develops and delivers appropriate and current training programs for maintenance and custodial personnel.
- Keeps abreast of new developments in facility design, operation of systems, and maintenance techniques to ensure maximum efficiency from operational expenditures.
- Implements procedures for personnel awareness of Florida Statutes, State Board of Education rules, and health and safety standards and ensures the standards are implemented.
- Maintains a network of peer contacts through professional organizations.
- Promotes and supports professional growth for self and others.
- Serves as a member of the Emergency Management Team for areas of responsibility.
- Represents, consistently, the District in a positive and professional manner.
- Assists in developing bid specifications for materials, supplies, equipment, and contracted services.
- Develops and maintains operating manuals for distribution to appropriate personnel.
- Assists in the development of administrative guidelines and policies for maintenance services.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Develops the department budget, monitors its implementation, and makes recommendations for capital outlay projects.
- Interviews applicants for positions, supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Supervises the keeping of time records and submission of payroll for maintenance personnel.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Master's Degree in related field.
- Minimum of six (6) 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 thorough knowledge of Florida Statutes, Florida Administrative Codes, School Board policies, and other applicable state and local codes and requirements.
- 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, administration, and ability to apply this knowledge in the workplace.
- 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 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 of customer service.
- Requires the ability to oversee, plan, and implement major programs and services for the organization.
- Requires the ability to develop policies, long range plans, and allocate funds.
- Requires the ability to determine goals, policies, and desired outcomes for multiple units and the appropriate level of resources to meet the organization's needs.
- Requires the ability to oversee and manage work involving multiple units.
- Requires the ability to maintain accountability
- Requires the ability to manage the budget within assigned division and/or department and determine the allocation of budget among divisions.
- 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**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently 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 dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

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

**Date of Revision:**