

Knox Community School Corporation
Position Description

Position Title: Director of Maintenance

Department: Maintenance

Reports To: Superintendent

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JOB GOALS: Directs and coordinates activities for the maintenance of the school corporation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following:

1. Assumes responsibility for the comprehensive overall planning of maintenance, repair, and custodial requirements of the district and shares this information with the Superintendent.
2. Supervises Head Custodians to ensure a safe and clean environment for students and staff.
3. Organizes and implements a program of preventative maintenance for KCSC.
4. Makes recommendations to the Superintendent on how to fiscally improve the maintenance of buildings and equipment.
5. Inspects buildings on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
6. Continually inspects and supervises the operation of all HVAC systems in the corporation to ensure a safe and comfortable environment for the staff and students.
7. Reviews and, when appropriate, makes recommendations regarding the repair and replacement of equipment in all buildings.
8. Coordinates with the Superintendent in developing a capital projects plan for the district for maintenance and repair.
9. Conducts periodic inspection of all school facilities to ensure that all fire standards are met.
10. Coordinates the removal of all snow from lots and sidewalks.
11. When requested, supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.

12. Recommends and submits quotes for supplies and equipment.
13. Obtain price quotes and provides cost estimates of work to be completed in the corporation by staff or outside independent contractors.
14. Coordinates work schedules of maintenance personnel.
15. Helps to coordinate vacation schedules for departmental personnel.
16. Works to achieve a school district which meets all of the requirements mandated by IOSHA and AHERA.
17. Obtain any licenses necessary to perform the functions of Director of Maintenance. Cost of licensure will be paid for by KCSC.
18. Develops a system to deal with emergency repair problems.
19. Works cooperatively with school principals to provide a safe and comfortable environment for school children and staff.
20. When necessary, organizes and implements an orientation program regarding proper and safe operation and maintenance of school equipment and facilities.
21. Any and all other duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES: Directly supervises employees in the maintenance division and Head Custodians. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws and addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED) plus vocational training; or one to two years experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively with employees of the organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license.

OTHER SKILLS and ABILITIES: Employee must maintain a positive relationship with staff, parents, and students.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and benefits as per Classified Handbook.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.