

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: DIRECTOR OF MAINTENANCE

Supervisor: Superintendent

GENERAL JOB DESCRIPTION: The Director of Maintenance will supervise all maintenance staff and work they are assigned in accordance with all District policies and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist and act in a confidential capacity with respect to a person who determines and effectuates management procedures and school board policies.
2. Supervise Maintenance Supervisor and make recommendations to the Superintendent for his/her consideration on their employment, re-employment, discharge, and/or termination.
3. Work cooperatively with colleagues, supervisors and administrators.
4. Demonstrate ethical behavior.
5. Engage in self-development.
6. Follow district policies and administrative rules and regulations.
7. Maintain behavior appropriate to performing and accomplishing assigned duties.
8. Know what to do to successfully complete assigned work.
9. Project over-all concern for personal appearance as it relates to job performance.
10. Carry out assignments and instructions in a competent and efficient manner.
11. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
12. Work in a safe manner with personal safety and the safety of others as the number one priority.
13. Communicate with supervisor and co-workers.
14. Provide documentation and reports as appropriate.
15. Collaborate with building principals and other administrators.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Manual physical labor, lifting and moving materials, equipment and supplies.
2. Coordinate procurement of transportation department uniforms.
3. Ensure equipment, tools and shop area in operable, safe and attractive status.
4. Account for supplies, materials and equipment as required.
5. Complete records and reports as required in a timely manner.
6. Oversees security of facilities.
7. Respond to facilities calls during off duty hours when necessary.
8. Mechanical ability to troubleshoot and repair equipment and machinery.
9. Collaborate with administration in planning new facilities.
10. Collaborate with the Business Manager on procurement.
11. Submit time sheets for maintenance staff as required for payroll.
12. Supervise contracted work.
13. Promote high standards of safety and housekeeping methods in all work-connected areas.
14. Other tasks as may be deemed appropriate by the Superintendent.

MAINTENANCE SPECIFIC DUTIES

1. Maintain a clean and safe working environment.
2. Provide a comprehensive training program.
3. Prepare specifications for equipment, materials, and supplies.
4. Supervise purchase, stocking and use of products and materials.

QUALIFICATIONS:

1. High school diploma or GED.
2. Post Secondary educational experience preferred.
3. Possess a valid New Mexico driver's license appropriate for operating vehicles of the size required of this position.
4. Ability to supervise many people and maintain a positive atmosphere.
5. Certification or specialized training in plumbing, electronic ignitions, electrical, building maintenance, grounds and refrigeration systems preferred.
6. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 8-10 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (70 pounds) occasionally.
3. Lifting from mid-thigh to shoulder maximum (60 pounds) occasionally. Lifting from shoulder to overhead (40 pounds) occasionally, carrying (75 pounds) maximum occasionally.
4. Work overhead, work in tight areas, work off of ladders and work at floor level (on knees).
5. Any lifting that would require more than 30 pounds of dead weight should be done by at least two people, if possible.
6. Work under and over vehicles, tractors and mowing equipment.

SAFETY AND HEALTH:

1. Proper posture is required to eliminate acute and chronic low back pain.
2. Wear protective devices such as back supports, eyewear, non-skid pad shoes, as job conditions demands.
3. Read, observe and understand all precautions and proper methods of handling chemicals, equipment, tools and materials.
4. Complete all required training.
5. Knowledge and use of universal hygiene precautions.

EQUIPMENT/MATERIAL HANDLED:

Hand tools, equipment, chemicals and materials particular to this trade skill. Work vehicle material handling equipment, ladders, work platforms, all school vehicles and equipment owned by the schools (jacks, lifts, welding equipment, hydraulic press, puller, all manners of shop equipment).

WORK ENVIRONMENT:

The work environment varies greatly in the place of work from working in a building alone to working in school facilities with large number of people. Conditions range from working outside in the extreme heat of the summer to working outside in very cold temperatures to working in the comfort of a building. Work schedule will vary on a daily basis. This position requires the individual to devise his/her own schedule so as to provide adequate supervision.

TERMS OF EMPLOYMENT:

1. FLSA exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description.

Printed Name: _____

Signature_____ Date_____

Supervisor_____ Date_____