Job Title: Director of Maintenance  
Exemption Status/Test: Exempt

Reports to: Executive Director of Facilities & Maintenance  
Date Revised: February 3, 2015

Dept. /School: Maintenance

Primary Purpose:
Manage and oversee the planning, scheduling, and budgeting of maintenance and repair activities related to district buildings, facilities, and equipment. Provide students and staff with a physical learning environment that is safe, clean, attractive, and functional.

Qualifications:

Education/Certification:
Bachelor’s Degree  
IFMA, BOMA or AFE certification preferred  
Valid Texas driver’s license with good driving record

Experience:
Three (3) years supervisory experience in maintenance operations  
Five (5) years’ experience in maintenance at a school district setting

Special Knowledge/Skills:
Knowledge of basic principles of construction and school plant maintenance operations  
Ability to manage budget and diverse personnel  
Ability to coordinate district functions  
Ability to interpret policy, procedures, and data  
Ability to read blueprints and schematics  
Strong skills in organization, communication, and interpersonal skills  
Computer proficiency in the mechanical and structural trades  
Working knowledge of architectural plans and specifications are essential

Major Responsibilities and Duties

1. Plan, schedule and manage a program for the maintenance department, alteration, and repair of buildings and equipment including the prioritization of repair projects, assignment of work activities and projects and regulations of workflow.
2. Act as primary department contact for response to emergency calls from facilities and after-hour callouts through the district channeling concerns to appropriate divisions and following up with project status and resolution.
3. Delegates to and holds subordinates responsible for satisfactory performance of assignments.
4. Special studies that involve technical investigation, analyses and recommendations of maintenance and construction solutions as may be required by the Executive Director.
5. Visit district sites to monitor maintenance operations, ensuring compliance of OSHA regulations, building codes, GISD construction standards, environmental agency requirements, life safety standards, and regulations.

6. Manage deferred maintenance plan, and maintain a preventative maintenance program buildings.

7. Supervise the activities of the department in accordance with the district’s policies, operations activities; advise appropriate personnel of regulation changes affecting the district.

8. Answer questions and provide solutions to problems of an engineering nature including structural engineering, site engineering, lighting, and mechanical engineering.

9. Assists and recommends procedures in monitoring the construction observation reports by Bond Program Manager.

10. Manage major maintenance to meet timelines, specifications, and budgets.

11. Prepare and administer the annual budget, analyze and review budgetary and financial data, and monitor and authorize expenditures in accordance with established guidelines.

12. Review and approve overtime requests, purchases of tools, equipment, supplies, and contracts.

13. Serve as liaison between division and Program Development and Training to identify, schedule, and coordinate training for staff.

14. Analyze and resolve work problems, and assist department personnel in solving problems.

15. Attends meetings to explain departmental procedures and programs; maintains good relationships with parents, civic leaders, state and local officials.

16. On-call 24 hours, 7 days a week.

17. All other duties as assigned.

**Supervisory Responsibilities:**

Direct and manage maintenance, manual trades (e.g. mechanical, electrical, and plumbing), grounds, maintenance support staff, and custodial services of the District.

**Mental Demands/Physical Demands/Environmental Factors**

**Mental Demands:** Reading, organization, communication (verbal and written), and interpersonal skills. Interpret policy, procedure, and data for the Maintenance Department. Maintain emotional control under stressful conditions.

**Physical Demands:** Standing, walking, pushing, pulling, moderate lifting and carrying. Frequent district wide travel, occasional prolonged and irregular hours, work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

**Environmental Factors:** Occasional exposure to inclement weather, including heat, cold, rain, and snow; moderate exposure to dust, toxic chemicals and toxic materials; slippery or uneven walking surfaces; exposure to noise and electrical energy.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.