

JOB TITLE: Director, Maintenance, Operations and Facilities

REPORTS TO: Superintendent of Schools

JOB OR POSITION SUMMARY: Under the direction of the Superintendent of Schools, oversees all functions and operations related to the upkeep, repair, and improvement of facilities and grounds; upgrades the effectiveness and efficiency of maintenance and custodial staff; coordinates all safety issues and training within the district; oversees the proper functioning of the various systems within the physical facilities of the district; designs and implements energy-saving programs throughout the district; helps plan and oversee the bidding process of district projects (including development of bid specifications); helps develop budgets for capital outlay projects and other assignments as directed by the Superintendent.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Determine work schedules for the building custodians.
- Annually, with the assistance of building principals, evaluate the job performance of building custodians.
- Work with Superintendent and building principals to hire building custodians.
- Work with contractors on school physical plant jobs and make sure work is performed according to specifications.
- Perform basic plumbing, electrical, HVAC work, and equipment repair as required.
- Work with Superintendent and building principals to schedule summer facility improvement projects.
- Develop a schedule for roof repair, floor replacement, concrete/asphalt replacement, gym floor maintenance, and other physical plant projects as required.
- Maintenance of playground equipment.
- Maintain an inventory of custodial and supplies and equipment.
- Work with Superintendent in ordering custodial and paper supplies.
- Supervise care of all grounds, including snow removal, mowing, and parking lot maintenance.
- Works with Superintendent to evaluate energy usage and investigate opportunities for implementing energy efficiencies.
- Understands operations of HVAC, plumbing, and electrical systems and contacts appropriate contractors to address serious operations concerns.
- Ensures compliance with all City, State, and Federal safety regulations as well as the Kansas Department of Education regulations and USD 297 School District Board of Education policies and/or requirements.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Planning, organization, and direction of the maintenance and repair activities of district facilities, grounds and associated equipment.
2. Construction, engineering, architecture, and maintenance management.
3. Building codes and other applicable laws, codes, regulations, policies, and procedures.
4. Custodial practices and procedures.
5. Principles and practices of administration, supervision, and training.
6. Develop and administer contracts for school construction projects.
7. Ensure compliance with safety practices and various code requirements.
8. Understand blueprints and schematic drawings.
9. Interpret, apply and explain rules, regulations, policies, and procedures.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and timelines.
12. Work independently with little direction.
13. Plan and organize work.
14. Prepare comprehensive narrative and statistical reports.
15. Direct the maintenance of a variety of reports and files related to assigned operations and activities.
16. Use interpersonal skills with tact, patience, and courtesy.
17. Ability to direct, manage and evaluate personnel.
18. Apply pertinent laws, regulations, and principles in reaching conclusions and making decisions.
19. Accept direction and follow instructions.
20. Share and delegate responsibilities.
21. Communicate effectively both orally and in writing.
22. Establish and maintain highly effective working relationships with the public and fellow employees.
23. Respect and maintain professional confidence.