# Maintenance – Director for Maintenance

**Reports to:** Executive Officer for Operations  
**Supervises:** Maintenance Employees  
**Term of Employment:** 12 months  
**Salary:** Pay Grade  
**FLSA Exempt/Non-Exempt:** 72 Exempt

## Qualifications:
- Bachelor’s degree and/or appropriate licensing in architecture, engineering, business management, construction management or related field
- Extensive and broad experience in building equipment and maintenance equipment, including electrical, air conditioning, roofing, carpentry, painting, plumbing and grounds care
- Demonstrated management experience in planning, organizing, directing, staffing, and the development and management of large budgets
- Demonstrated ability to understand ordinances and laws in order to develop recommendations regarding District interaction with governmental agencies
- Demonstrated evidence of strong conceptual, analytical, organizational, and managerial skills as well as demonstrated leadership ability
- Demonstrated ability to recruit, select, manage, develop, retain and evaluate personnel
- Demonstrated ability to work effectively with diverse groups
- Demonstrated oral and written communication skills
- Experienced with industry-standard computer applications
- Valid North Carolina Driver’s License

## Essential Job Functions:
- Ensures the proper storage and security of materials
- Performs inspections of school buildings to determine needed repairs and maintenance
- Manages and directs all calls for after-hour emergencies and responsibilities
- Assists in the evaluation of project sketches, blueprints, specifications and cost estimates to make implementation decisions
- Coordinates inspections with Fire Marshall and State Fire Inspector to ascertain all schools are up to fire code regulations
- Performs other duties and responsibilities as assigned by supervisor
- Manages and coordinates the plan for control of asbestos:
  - Prepares budgeting for the maintenance and removal of asbestos
  - Coordinates design projects for the repair and/or removal of asbestos
  - Evaluates progress of design, repair and/or removal and report findings

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- Ensures compliance with federal, state and local requirements
- Participates on a variety of committees as requested
- Develops and oversees the safe upkeep of existing facilities and establish priorities based off of budgets, operations, programs and Maintenance goals
- Delegates the daily operations of maintenance to the appropriate administrators, technicians and crew leaders
- Oversees the development and implementation of policies and procedures concerning maintenance and plant operation
- Implements Board policies and procedures, which are applicable to departmental operations
- Develops, plans, and implements priority requirements, budgets, programs and goals of the Maintenance Department
- Utilizes computerized management systems to identify trends, direct workflow and to implement quality process
- Serves as the chief liaison for the department in communications with school staff and other departments in establishing and maintaining models of collaborative planning and shared decision-making
- Designs and conducts statistical analyses to formulate recommendations regarding resource and staffing allocations and trends
- Coordinates, prioritizes, schedules and supervises the maintenance projects of all facilities
- Maintains records and prepares accurate reports on a timely basis to appropriate personnel
- Estimates and presents reports on materials and labor for site maintenance jobs that exceed minor/routine remodeling and costs
- Identifies and supports training in technical areas for maintenance personnel
- Participates in meeting, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions
- Performs functions such as interviewing, evaluating, supervising, counseling, directing, training, etc. for the purpose of maintaining adequate staffing, enhancing productivity of staff and achieving objectives within budget
- Prepares a wide variety of written materials such as correspondence, memos, reports, policy/ procedures, budget, etc. for the purpose of documenting activities, providing written reference and/or conveying information
- Reviews production, quality control, and maintenance reports and statistics to plan and modify maintenance activities
- Plans, develops, and implements new methods and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials
- Performs other duties and responsibilities as assigned by supervisor
Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered medium physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- walk, lift, reach, stoop, stand, grasp, balance, climb, kneel, and crouch
- work in various inside and outside environments being subjected to weather changes, noise, vibrations, job hazards and atmospheric conditions
- use visual acuity required for depth perception and color perception
- visually inspect small defects and/or small parts
- use a variety of measuring devices
- assemble or fabricate parts at or within arm’s length
- operate machines, motor vehicles, hand tools, and job specific equipment and tools
- determine the accuracy and thoroughness of work
- observe general surroundings and activities
- hear sufficiently to accurately perceive information at normally spoken word levels
- use communication by means of spoken word to express or exchange ideas
- safely work in situations of exposure to blood borne pathogens which may require specialized personal protective equipment