

MANAGER - MAINTENANCE DEPARTMENT

Purpose Statement

The job of Manager - Maintenance Department was established for the purpose/s of planning, organizing, assigning, reviewing, supervising, and directing the day to day maintenance, repair, and renovation of all school district facilities and related equipment; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing budgets; ensuring optimal utilization of personnel and other resources; and representing the district Facilities Operations Department in providing excellent customer service.

This job reports to Executive Director of Facilities & Technology

Essential Functions

- Analyzes data from a wide variety of sources for the purpose of making recommendations, ensuring compliance with various policies and procedures, and/or monitoring program components.
- Collaborates with various internal and external parties (e.g. Major Maintenance Manager and Manager of Facilities Planning and Construction, engineers, architects, government agencies, service technicians, administrative personnel, and school communities, parents, etc.) for the purpose of supporting them in the achievement of department, program and district goals.
- Communicates with various internal and external parties (e.g. department personnel and other district staff, school communities, outside organizations, etc.) for the purpose of fostering and representing a positive teamwork attitude, resolving issues and conflicts, and receiving and presenting information to provide efficient facilities operations services and activities.
- Conducts facility inspections for the purpose of assessing facility maintenance, health, and safety needs and ensuring availability of resources required to complete required projects.
- Coordinates projects with various internal and external parties (e.g. district personnel, school communities, outside organizations and agencies, etc.) for the purpose of implementing and maintaining efficient services and/or programs, and representing the district in providing excellent customer service.
- Creates long and short range plans (e.g. budgets, policies and procedures, staffing levels, materials, equipment, space requirements, staff development, operational efficiencies, software applications, preventive maintenance, safety programs, etc.) for the purpose of ensuring organizational objectives are achieved in the most efficient, safe, and timely manner.
- Develops and recommends procedures and/or actions (e.g. product and service specifications, bids, etc.) for the purpose of providing for the implementation of policies that meet the district's facilities operations goals and objectives.
- Evaluates programs and/or projects (e.g. preventive maintenance, bid specifications, union contracts, federal, state, and local laws, codes and regulations, etc.) for the purpose of carrying out and achieving objectives.
- Facilitates meetings involving various internal and external parties (e.g. personnel actions, staff meetings, budget, regulatory requirements, community involvement, outside agencies, district departments and schools, etc.) for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a district representative.
- Manages assigned district property and equipment (e.g. rural teacherage properties, department fleet equipment and vehicles, ABLE, CMAR, building security equipment, fire alarms, etc.) for the purpose of ensuring properties and equipment are available and maintained in good condition and in accordance with security and safety guidelines.
- Manages assigned programs and projects (e.g. safety compliance standards, OSHA, DEQ, EPA, NEC, ADA, NFP, etc.; contracted services; grant guidelines; building security; equipment, etc.) for the purpose of ensuring compliance with applicable administrative, insurance, state and/or federal requirements, codes and regulations, and ensuring preventive safety measures are followed.
- Manages the design and implementation of computerized systems (e.g. department software and database needs, etc.) for the purpose of ensuring current and future facility needs are efficiently achieved, and enhancing customer service.

- Participates in a variety of meetings (e.g. school-site, including PTA meetings, facility operations, board subcommittee, professional development workshops and seminars, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of information (e.g. business and facilities operations plans, letters, budgets, funding requests, reports, analyses, recommendations, procedures, etc.) for the purpose of documenting activities and issues, providing written reference and/or conveying information in accordance with district, state and federal regulations.
- Researches information from a variety of sources (e.g. reviewing relevant policies, current practices, staffing requirements, financial resources, products and equipment, etc.) for the purpose of providing information and/or recommendations, and/or addressing a variety of program requirements.
- Supervises and manages the execution of routine and preventive maintenance programs (e.g. systems for collection of work projects; prioritization, planning, and scheduling of work projects; adjusting work schedules in response to changing priorities; documenting and communication information, etc.) for the purpose of maximizing customer service and efficient and effective operations.
- Supervises department personnel (e.g. evaluating, hiring, termination; planning, scheduling, and coordinating activities; training, advising, and consulting, etc.) for the purpose of maximizing the efficiency of the work force and meeting department and district objectives.
- Supervises the department budget (e.g. including rental income from district teacherage properties, etc.) for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; developing effective working relationships; administering personnel policies and procedures; adhering to safety practices; communications devices; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; preventive maintenance procedures; operational characteristics of a variety of maintenance equipment and systems; pertinent federal (DEQ, NEC, EPA, ADA, OSHA, NFP), state, and local laws, codes, and regulations; principles of budget preparation and control; principles of personnel management; theory, and standard practices of mechanical, technical, and building trades; and contracts.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; preparing clear and concise reports; setting priorities; working as part of a team; flexible to changing conditions and work schedules; making quick and accurate decisions; working with multiple projects; dealing with continuous interruptions and changing priorities; maintaining confidentiality; interpreting and applying policies, procedures, laws, and regulations pertaining to facilities and grounds maintenance programs and functions; facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing a department; and supervising the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under some temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job related area.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

Asbestos Building Inspector/Management Planner within one year of hire
Certified Playground Safety Inspector within one year of hire
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Computerized Facilities, Management and Control Systems Training
Building Codes/Updated
Asbestos Management Training/Updated

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Exempt

Approval Date

11/8/2010

Salary Grade

Exempt 84X

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____