

## **WENTZVILLE R-IV SCHOOL DISTRICT**

### **Position Description**

**Position Title:** Director of Maintenance  
**Reports To:** Executive Director of Facilities

#### **SUMMARY**

Maintains all school facilities in a condition of operating excellence. Oversees and directs all aspects of the Maintenance Department.

#### **QUALIFICATIONS/REQUIREMENTS**

The Director of Maintenance shall have minimum three years of experience in facilities operations in a school system or company; and have in-depth knowledge in all phases of building maintenance, building operations, and district-wide services. Experience in administrative and supervisory capacities is desirable.

#### **ESSENTIAL JOB DUTIES**

- Plans and directs the maintenance and repair of all school facilities.
- Plans and directs the upkeep of grounds, including maintenance of playgrounds and equipment, mowing, and snow removal.
- Plans and directs emergency repairs as necessary, during and after operating hours.
- Plans, directs, organizes, and implements programs of preventative maintenance which includes district roadways, parking lots, and driveways; H.V.A.C systems; roofing systems; mechanical and electrical equipment; and life safety systems.
- Plans and directs the inspections of all school facilities for needed repairs and maintenance.
- Creates an annual budget for the maintenance, repairs, improvements, and contracted services of all school facilities and grounds.
- Directs and oversees all activities related to purchasing, receiving, storing, and issuing of maintenance supplies, parts, and equipment in accordance with district policies and procedures.
- Oversees the Maintenance Department.
- Coordinates the work of maintenance with building principals and other district personnel.
- Makes recommendations to the Human Resources office for the assignment and termination of employment of all maintenance staff.
- Supervises personnel in a manner consistent with school district policies.
- Evaluates employee performance, provides support for continuous employee performance improvement, and assists in employee remediation process.
- Identifies training needs and implements programs for departmental personnel.
- Works closely with building principals in supporting safety and security programs in and about the premises of each school.
- Directs and oversees all systems related to record keeping and filing systems that include: payroll functions, labor, materials and equipment costs, as well as costs of contracted services.

**ESSENTIAL JOB DUTIES (cont'd)**

- Develops bidding specifications for supplies, parts, equipment, and contracted services.
- Supports safety programs and initiatives of the district as directed.
- Uses technology effectively to communicate work-order tracking, purchasing, employee evaluations, and employee leave.
- Responds to emergency calls regarding district facilities.
- Advises the CFO/Executive Director of Facilities on safety and security matters.
- Attends meetings of the Board of Education, as required.
- Attends district administrator meetings.
- Builds relationships with department staff, building administrators, contractors, and vendors to promote a positive working environment.

**OTHER DUTIES AND RESPONSIBILITIES**

Performs other duties as assigned by the Chief Financial Officer or the Superintendent of schools.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

The Director of Maintenance shall be employed on a twelve-month basis with twenty-five (25) days of vacation. Salary for this position will be established annually.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the Board's Policy on evaluation of administrative personnel.