

QUALIFICATIONS:

High school diploma or equivalent

Five years experience and/or training which includes supervision of personnel, multi-building maintenance, supply and material procurement, public relations and management skills.

Certificate of good health.

Knowledge of all codes, regulations and safety requirements applicable to public facilities.

Knowledge of energy, mechanical, telecom, fiber optics, digital controls, and fire alarm systems existing in district facilities.

REPORTS TO: Superintendent of Schools

SUPERVISES: District maintenance, grounds and custodial personnel, district scheduler and mail carrier.

ESSENTIAL FUNCTIONS:

Provide safe, clean, properly equipped and well maintained facilities and environment in which the total educational process and district programs can take place. Provide well kept grounds and athletic facilities.

RESPONSIBILITIES:

- Establish, coordinate and administer an effective maintenance and custodial program for district facilities.
- Recommend for employment and dismissal, train, supervise and evaluate all maintenance, custodial and grounds personnel.
- Develop specifications, recommend for purchase and provide all equipment, materials and supplies for all district facilities and sites.
- Identify, procure, and manage district raw water and domestic water requirements.
- Communicate with District administrators and other selected personnel responsible for the use of district facilities.

- Develop budget requirements for maintenance and operation of district physical plants and grounds.
- Monitor and make recommendations regarding utility budgets and procurement of utilities.
- Recommend long range plans for facilities and grounds improvement.
- Maintain a close working relationship with vendors and contractors who may supply goods and services to the District.
- Maintain District telecommunication network, voice mail systems, and fiber optic network.
- Coordinate and be available for emergency and on call response during hours that buildings are not being occupied or schools are not in session.
- Perform other duties as may be assigned by Superintendent of Schools.

TERMS OF EMPLOYMENT:

Twelve-month work year. Salary and benefits according to schedules adopted by the Board of Education for classified personnel. Vacation time established by Board of Education policy.

EVALUATION:

Performance of this position will be evaluated at least once annually by Superintendent of Schools in accordance with applicable policies.

Adopted: January 1986

Revised: August 2005