

**ASSISTANT DIRECTOR OF MAINTENANCE,  
OPERATIONS AND GROUNDS**

**AD31**

**QUALIFICATIONS:**

High School diploma or equivalent  
Certification of good health  
Five years building maintenance experience  
Two years of supervisory experience  
General knowledge of carpentry, plumbing, and electrical work  
Knowledge of HVAC, digital controls, fire alarm systems

**REPORTS TO:** Director of Maintenance, Operations and Grounds

**SUPERVISES:** Maintenance, custodial, and grounds staff as may be assigned by Director of Maintenance, Operations and Grounds.

**ESSENTIAL FUNCTIONS:**

Serves under the general direction of the Maintenance, Operations and Grounds Director. Supervises others in the department as may be assigned. Performs duties of the Director in his or her absence. Provides general oversight to the district HVAC systems, controls, balancing, and related functions. Supports Director in oversight of fire alarm systems.

**RESPONSIBILITIES:**

- Oversee all district HVAC systems, including controls, central processing units, etc.
- Assume the responsibilities of the Director of Maintenance, Operations and Grounds in his or her absence.
- Assist in the day-to-day supervision and scheduling of day and night custodial staff, maintenance staff and grounds workers.
- Assist in hiring and assignment of staff as may be required.
- Perform required inspections of district systems to include electrical, plumbing, heating and cooling, fire alarms, and other required inspections.
- Assist with analysis and bidding of district capital projects.
- Maintain availability for after hours response for emergencies or other supervision requirements.
- Assist in receiving goods and delivery of such to proper locations in the district.
- Assist in the snow removal as may be required

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**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 evaluated annually in accordance with Board of Education policies.

**ADOPTED:** November 1985

**REVISED:** July 2003

August 2005