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|  | **JOB TITLE** | DIRECTOR OF MAINTENANCE AND GROUNDS |
| **REPORTS TO** | SUPERINTENDENT |
| **SALARY SCHEDULE/GRADE** | CLASSIFIED ADMIN, LEVEL IV |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS |
| **EXEMPT STATUS** | EXEMPT |
| **JOB CLASS CODE** | 7432 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Bachelor’s degree preferred. |
| Five years of experience in the maintenance field. |
| Two years of supervisory experience preferred. |
| Valid Kentucky driver's license. |

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| **POSITION SUMMARY** |
| Plan, organize, coordinate and implement general maintenance activities including routine and emergency electrical, plumbing, masonry and climate control systems; create and implement preventive maintenance programs. Schedule and direct a crew of Maintenance Technicians. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities.  Evaluated based on the efficacy of aligned actions. |

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| **PERFORMANCE RESPONSIBILITIES** |
| Determine need for routine and emergency electrical, plumbing, masonry and carpentry services; prepare work schedules and arrange for materials, tools and equipment. |
| Follow-up on maintenance and service procedures to assure compliance with established standards, policies and requirements. |
| Investigate delays in completion of assigned work; assure satisfactory completion in a timely and efficient manner.  Assign work schedule of maintenance personnel, supervise and inspect the operation of the maintenance department, and provide supportive, technical assistance to the operation. |
| Verify reports of possible unsafe conditions in schools, or on school property, by making the necessary corrections and reporting the conditions to the Superintendent or designee. |
| Create an on-going preventive maintenance program by conducting inspections of schools and grounds to determine maintenance needs, painting, heating and refrigeration needs, plumbing needs, electrical needs and carpentry needs. |
| Oversee the purchase of supplies, materials and equipment purchased by the department to assure that stock is maintained at an appropriate level, depending upon budgetary limitations, and according to Board approved purchasing procedures. |
| Establish and monitor a procedure for receiving, unpacking, checking and recording incoming equipment, tools, materials, parts and supplies used by the department, to assure the quantity and quality is satisfactory. |
| Assure supplies, tools, materials, parts and equipment are stored properly; approve shipping and receiving of items from stock as requested; maintain inventory of parts, supplies, tools and equipment; assure proper delivery as necessary. |
| Require that storerooms, vehicles, work sites and other assigned areas be maintained in a clean and safe manner. |
| Assure compliance with appropriate safety practices and procedures and with applicable Federal, State and local codes, regulations and requirements. |
| Participate in the selection of new personnel as assigned; Train, supervise and evaluate assigned personnel; administer grievances and discipline. |
| Communicate with vendors, contractors, and inspectors regarding maintenance operations and activities. |
| Set and maintain HVAC controls and schedules using online systems. |
| Control and maintain Maintenance and Facilities Budget |
| Observe legal and defensive driving practices. |
| Keep company vehicle clean and presentable, track service needs and report to Transportation Director. |
| Demonstrate regular attendance and punctuality. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by the Superintendent and/or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Read, interpret and work from construction drawings and blueprints. |
| Estimate materials and labor costs. |
| Establish and maintain cooperative and effective working relationships with others. |
| Understand Federal, State and local building codes and regulations. |

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| **PHYSICAL DEMANDS** |
| Work is performed while standing, sitting and/or walking. |
| Requires the use of hands for simple grasping and fine manipulations. |
| Requires the ability to lift, carry, push or pull light weights. |
| Requires bending, squatting, crawling, climbing, and, reaching. |
| Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. |
| Requires the ability to communicate effectively using speech, vision and hearing. |