

## MARION COUNTY JOB DESCRIPTION

Position Title: Director of Physical Support Services

Department: District Wide

Reports to: Superintendent/Superintendent Designee

Approved by: Marion County Board of Education

Date: May 2025

**SUMMARY:** Oversee the planning and support of physical services. Identifies requirements and ensures appropriate action is taken to meet the maintenance needs, including capital projects, of the various buildings and facilities of the school district through a prioritized plan of work, which allows for quick response to critical needs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists in the enforcement of all safety regulations and programs.
- Supervises district maintenance program.
- Works with architect\engineers on new construction and\or renovation facility projects.
- Assists Local Planning Committee with the development of the District Facilities Plan.
- Plans and organizes efficient maintenance and repair of District facilities and equipment; coordinates and oversees day-to-day maintenance activities to assure the proper operations.
- Supervises and evaluates the performance of assigned maintenance and skilled trades staff; assigns and reviews work and participates in the selection of new personnel as assigned.
- Develops and prepares work schedules; reviews maintenance reports and work orders; prioritizes and coordinates duties and assignments to assure effective workflow and facilitates operations; coordinates responses to emergency calls to outside vendors as needed.
- Conducts inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommends removal of fire, safety, or health hazards including asbestos-related issues; instructs staff in safe work practices.
- Participates in the establishment and implementation of a systematic preventive maintenance program; investigates vandalism as necessary.
- Assists in determining needed equipment, materials and supplies for the district maintenance operations; requisitions a wide variety of supplies, maintenance tools, and equipment.
- Communicates with vendors, contractors, and inspectors regarding maintenance and construction operations and activities, materials, specifications, scheduling district policies, and procedures.
- Identifies requirements for an annual maintenance budget, preparing recommendations for capital and renovation expenditures, scheduling expenditures, coordinating projects with the purchasing office, initiating corrective action, and anticipating long-term issues.
- Ensures proper environment and continuous improvement for the educational process by determining work priorities and by scheduling repairs, maintenance, and installation of machines, tools, equipment, and systems. Priority of work is based on facility need, the age of facilities and components, and the order in which work requests are received.

- Protects district staff and visitors by maintaining a safe and equitable educational environment.
- Prepares and approves specifications of replacement parts and new equipment and systems for all areas of the school district.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
- Asbestos Hazard Emergency Response Act (AHERA) designated person and building accessibility contact person.
- Communicates with building principals, other supervisors, and school staff at all levels.
- Assists principals with supervision and provides training opportunities for custodial staff.
- Performs such other tasks and assumes other responsibilities as the Superintendent may assign.

**EDUCATION and/or EXPERIENCE:** A minimum of two (2) years in technical training or comparable experience in building maintenance and operations preferred.

**SUPERVISORY RESPONSIBILITIES:** Maintenance staff, custodial staff and other staff assigned by Superintendent

*QUALIFICATIONS REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret documents such as safety rules and regulations, procedure manuals, and operating instructions. Ability to write routine reports and correspondence. Ability to speak effectively before groups and/or employees.

**MATHEMATICAL SKILLS:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**TECHNOLOGY SKILLS:** Ability to use technology to incorporate with school safety (door access, security cameras, and other devices).

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, draw valid conclusions, and implement corrective methods. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**OTHER SKILLS AND ABILITIES:** Ability to establish and maintain effective working relationships with students, staff, first responders, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and stand. Specific vision abilities required by this job include close vision, color vision, and depth perception. While performing the duties of the job the employee will visit various buildings for inspection and meetings.