



## ASSISTANT DIRECTOR OF MAINTENANCE

### Job Overview

Performs supervisory and professional duties in assisting to manage the operations of the Maintenance Department. Oversees District-wide facility maintenance services, providing oversight, supervision, and guidance to maintenance foremen, first-line supervisors, administrators, staff, and contractors. Assists in planning, budgeting, and executing facility maintenance and project efforts in compliance with established guidelines, codes, and regulations.

This job reports to the Maintenance Director.

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### Job Functions

- Directs the daily operations of the department.
  - Supervises, manages, and oversees department first line supervisors (foremen) in their delegated responsibilities and the daily performance of their duties.
  - Assists in the development of operational and project budgets, management of expenditures, and oversight of related financial activities ensuring accurate allocations and expenditures that comply with organizational policies.
  - Tracks and prioritizes department staff and resources, making challenging decisions under stress, to address competing demands within logistical and financial constraints.
  - Inspects aspects of new construction, repair work, capital projects, work orders, daily maintenance and supplies to ensure that jobs are completed safely, efficiently, within specifications, regulatory requirements, and verifies project inspection reports and payment requests are correct.
- Manages department staffing and organization.
  - Assists in the personnel management of department employees: e.g. selection of new hires, promotions, terminations, transfers, supervision, discipline, training, etc.
  - Evaluates and reviews performance of supervisors.
  - Mentors supervisors in the management of their direct reports.
- Tracks facility condition and long-term major maintenance programs.
  - Conducts annual and periodic facility condition audits to assess, track, and trend material condition and recommend prioritization of facility rehabilitation, renovation, or upgrades to increase the operational capability and longevity of district facilities.
- Collaborates with internal and external personnel.
  - Collaborates with WCS departments, Principals, and administrators to support their operations through facility maintenance and repair services.
  - Coordinates with outside entities such as auditors, public agencies, community members, contractors, architects, vendors, etc. in the implementation of district facility maintenance projects.
  - Provides informational briefs to Principals and administrators on the department's capabilities, procedures, and programs. Engages with Principals to analyze issues, improve processes, and evaluate the department's performance in support of their facilities.
- Maintains the District's Asbestos Management Plan (AMP). Coordinates asbestos bi-annual surveillance of asbestos containing building materials (ACBM) in schools, three-year AMP inspections, containment of any disturbed asbestos, and recommends plans for removal of ACBM in schools. Ensures compliance with all relevant state, Federal, and local regulations and guidelines.
- Monitors district and department safety and preventative maintenance programs to ensure schools are maintained in a safe condition and in compliance with EPA/OSHA/TOSHA requirements.
- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policies/procedures, budget spreadsheets, etc.) for documenting activities, providing written reference and conveying information.



- Researches new products, laws, regulations, etc. and recommends changes to facility specifications, purchase programs, budget allocations, contracts, and facility maintenance/repair programs.
- Responds to emergency situations during and after standard working hours to resolve immediate safety concerns.
- Serves as the head of Maintenance Department in the absence of the Director.
- Performs other related duties as assigned to ensure the efficient and effective functioning of the department.

### **Working Environment**

This job is performed both in a standard office environment and via site visits to maintenance and construction project locations. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing/pulling; some stooping, kneeling, crouching/crawling; and finger dexterity. Generally, the job requires 45% sitting, 25% walking, and 30% standing.

### **Qualifications**

**Minimum experience:** A minimum of five years of job-related supervisory experience in the fields of facility construction or facility maintenance with increasing levels of responsibility is required.

**Minimum education:** High School Diploma. Job-related technical or vocational training in facility construction and maintenance, including through military technical schools, or the equivalent of five years of practical job-related training through employment.

**Required Testing:** Tennessee state accreditation as an Asbestos Management Planner within 3 months of employment

**Continuing Education/Training:** Maintain Asbestos Management Planner Tennessee state accreditation

**Required Certificates and/or Licenses:** Valid Driver's License & Evidence of Insurability

**Clearances:** Criminal Justice Fingerprint/Background Clearance. Drug/Alcohol Screening

**FLSA Status:** Exempt

**Employee Type:** Classified

*Pursuant to the Williamson County Board of Education's policy of equal opportunity employment, Williamson County Schools does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetic information, pregnancy, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*