



## MAINTENANCE DIRECTOR

### Purpose Statement

The job of Maintenance Director was established for the purpose/s of directing facilities maintenance services; providing information and serving as a resource to the Assistant Superintendent of Operations and others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining facilities services in compliance with established guidelines, codes, and regulations; and supervising and directing assigned staff.

This job reports to the Assistant Superintendent of Operations

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### Essential Functions

- Assists principals and other supervisors with building security for the purpose of ensuring the integrity and operational order of locks, doors, and windows.
- Collaborates with internal and external personnel (e.g. other administrators, auditors, public agencies, community members, construction managers, architects, vendors, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops a preventative maintenance program for the purpose of ensuring schools are maintained in a safe condition.
- Develops and monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Develops and monitors a broad-based energy management program for the purpose of reducing energy consumption while maintaining high levels of classroom comfort and indoor air quality.
- Directs department operations (e.g. budgeting, safety programs, OSHA/TOSHA/AHERA, site repairs/construction, preventive maintenance, etc.) for the purpose of providing services within established time frames and in compliance with related requirements.
- Facilitates meetings and workshops, etc. for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative. Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Inspects all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.
- Participates in meetings, workshops and seminars for the purpose of presenting, conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, counseling, disciplining, directing,



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training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget. Recommends new hires, promotions, termination and transfers for the purpose of maintaining staffing needs and productivity of the work force.

- Prepares a wide variety of written materials (e.g. correspondence, memos, reports, policy/procedures, budget, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information for the purpose of communicating information, gaining feedback and ensuring adherence to established internal controls.
- Establishes, collects and evaluates various performance metrics for the purpose of determining departmental performance, personnel recognition and/or correction, assist in funding allocation decisions, and to evaluate/support additional staffing.
- Prepares capital investment plans in support of short-term and long-term facility needs. Such plans require comprehensive project scoping, cost estimating and prioritization in support of sustaining district facilities in a good condition that fully supports the learning environment.
- Recommends policies, procedures and/or actions for the purpose of providing direction for meeting the District's goals and objectives.
- Researches new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and proper maintenance of district wide facilities services.
- Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns; Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.
- Experience in various types of CMMS and asset management data bases providing facilities investment recommendations to executive level decision makers.
- Experience in operating/maintaining various water and wastewater treatment facilities in compliance with NPDES permits and state/federal regulatory agencies, in addition to specific environmental programs, managing asbestos building material, lead in drinking water, storm water control management.

### **Other Functions**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications (Word, Excel, PowerPoint, etc.); planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; administering personnel policies and procedures; and budgeting and cost control. Ability to manage a computerized maintenance



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management system (CMMS) and an asset management data base system

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations, personnel processes, and standard business practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job- related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Ability to write contract specifications and manage various contractors providing facilities services and major maintenance and repair projects. Ability to manage consultants providing various types of facilities related professional services. Ability to anticipate needs of the Board of Education and interpret Board goals as they relate to the physical plant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication.

### Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and supervising the use of department funds. Ability to make challenging decisions, remain professional under stress and possess exceptional judgement.

### Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and climbing/or crawling; and significant fine finger dexterity. Generally, the job requires 45% sitting, 25% walking, and 30% standing.

**Minimum Experience:** A minimum of ten years of job-related supervisory experience with increasing levels of responsibility is required. At least five years of experience leading a broad-based energy management program preferred.

**EDUCATION:** Bachelors' degree in job related area. Master's Degree preferred.

**EQUIVALENCY:** None specified.

**REQUIRED TESTING:**

None Specified

**EDUCATION/TRAINING:**

**CERTIFICATES & LICENSES:**

Professional License in related field (preferred)

**CLERANCES:**

Criminal Justice Fingerprint/Background Clearance. Drug/Alcohol Screening

**FLSA STATUS:**

Exempt

**SALARY GRADE:**

Classified

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