

Job Description
MOORE PUBLIC SCHOOLS

Job Title: Assistant Director of Maintenance

Education: Bachelor's degree in management, administration or related field desired.

Training or Experience Required: 1-2 years of experience in administrative position overseeing general maintenance, installation and repair to the physical plant, and groundskeeping operations.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as schematics, blueprints, or building plans, contracts, regulations, etc.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: Maintenance Department

Reports To: Director of Maintenance

Job Goal (Purpose of Position): Performs supervisory and administrative duties under limited supervision to maintain the physical plant (heating, electrical, plumbing, mechanical, etc.) in a condition of operating excellence, cleanliness and safety.

Assistant Director of Maintenance

(2 of 3)

Maintains grounds, athletic fields, etc. Must be available at all times in case of emergency.

An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular public contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to handle complaints, provide information and service. It requires ensuring that safety guidelines and policies are followed. It requires establishing clear direction concerning school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

Assists Directors in administering the Maintenance department

1. Responsible for completion of maintenance orders.
2. Responsible for direct supervision of maintenance staffs.
3. Helps with the coordination of scheduling work orders.
4. Helps coordinate the utilization of leave time, hours worked, and time cards for maintenance staff.
5. Must be available to handle emergency school problems on a "24-hour" basis.
6. In the absence of the Director, supervises the Maintenance Department to ensure that all work assignments are carried out.
7. Performs other duties as assigned by the Directors.

Supervision exercised: An incumbent supervises a large staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has input with

Assistant Director of Maintenance

(3 of 3)

Directors concerning decisions/recommendations to hire/dismiss, train, and evaluate employees.

Physical/Mental Requirements and Working Conditions:

This is an office/administrative job with few physical requirements present except as covered in this description. However, incumbent is required to be both inside and outside during all types of weather. In addition, is required to be on call and report in case of emergency.

TERMS OF EMPLOYMENT: 260 Days. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08-09-93

Revised 05-11-15