

Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Maintenance /Warehouse**

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

Training or Experience Required: Minimum of 3 years of experience in administrative position overseeing general maintenance, installation and repair to the physical plant and/or custodial/grounds keeping operations.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, and business): Knowledge of grammatical structure, vocabulary for preparing correspondence using 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 knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

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

Business Machines (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/Custodial Building**

Reports To: **Superintendent or Designee**

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

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An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher-level supervision or operation 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-habit concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

ESSENTIAL JOB FUNCTIONS:

1. Oversees overall supervision and direction of staff. Including recommendations for hiring, discipline, performance appraisal, staffing, managing attendance/leave usage, safety, and training.
2. Inspects work performed. Evaluates and provides for employees= needs concerning equipment, supplies, etc.
3. Assist in preparing the budget. Overseeing/monitoring expenditures, preparing purchase orders/requisitions, researching material and vendors for jobs, purchasing equipment, supplies, etc.
4. Responsible for security and safety of all buildings, grounds, and sites, and for the safekeeping of all equipment, materials, and supplies used in the department. Inspect buildings for general function, safety, cleanliness, and adherence to departmental objectives.
5. Schedules work assignments and special work orders.
6. Works closely with building principals to ensure that maintenance staff are accountable and responsive to their needs.
7. Inspects work performed. Evaluates and provides for needs concerning equipment, supplies, etc.
8. Establishes and carries out a preventative and corrective maintenance program for facilities and equipment that serves both immediate and long-range needs.