



## DIRECTOR OF PLANT MAINTENANCE

### **JOB DESCRIPTION**

The Director of Plant Maintenance, under the supervision of the Associate Superintendent for Administration, is responsible for planning, organizing, directing, and managing the maintenance activities for the District, including the Custodial and Grounds Operations.

### **EDUCATIONAL AND CERTIFICATION REQUIREMENTS**

- Bachelor's Degree, preferably in engineering, or five (5) years experience as a Maintenance Director in a large (15,000+ students) school district

### **ADDITIONAL QUALIFICATIONS**

- Required to be on call 24 hours a day
- Considerable knowledge of facilities maintenance and repair
- Knowledge of federal, state, and local building, environmental, security, and fire/life safety requirements applicable to a public school environment
- Knowledge of budget preparation, accounting, inventory, and purchasing procedures
- Skill in determining and ensuring effective utilization of maintenance personnel on projects and repairs
- Skill in determining corrective action in emergency situations
- Ability to interpret facility maintenance and repair contracts, blueprints, and schematics
- Ability to manage multiple projects simultaneously

### **DUTIES AND RESPONSIBILITIES**

1. Manages the daily operations of the District's Plant Maintenance Department to include prioritizing and ensuring the timely completion of major maintenance projects and regular service commitments utilizing a computerized system
2. Supervises and directs all personnel assigned to the department and oversees the personnel evaluation process
3. Assists in development and implementation of solutions to emergency maintenance situations and maintenance complaints from District officials, administrators, and department heads
4. Oversees the development and delivery of various training programs such as preventive maintenance programs and safety classes for all building maintenance personnel to include such areas as first-aid, district policies and federal, state and local laws
5. Prepares and files all maintenance reports required by the District and outside reporting agencies
6. Prepares, submits, and monitors annual budget to include contract services, vehicles, supplies, and equipment
7. Oversees and coordinates the Plant Maintenance Department's inventory and work order accounting control programs
8. Oversees and coordinates the Custodial and Grounds Operations
9. Develops, monitors, and ensures compliance with department's policies and operating procedures
10. Oversees vendor services provided to the District as they pertain to Plant Maintenance, Custodial and Grounds Operations and ensures contract compliance.
11. Performs other duties as assigned

### **MENTAL DEMANDS**

Ability to communicate effectively (verbal and written), interpret policies and procedures, reason, read, understand verbal instructions, analyze, differentiate, coordinate, compile, instruct, and maintain emotional control.

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**PHYSICAL DEMANDS**

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, travel infrequently within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions.

**PAY SCALE: PE6**

**NUMBER OF DAYS: 226**

**The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.**

*Revised  
12/02/07*