

Tupelo Public School District

	FLSA STATUS: Exempt
JOB TITLE:	Director of Maintenance
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. High School Diploma and training related to resource management. 2. Good working knowledge of all skill trades utilized in the maintenance Department and five years of related experience. 3. Demonstrated aptitude or competence for assigned responsibilities. 4. Such alternatives to the above qualifications as the board may find appropriate and acceptable.
REPORTS TO:	Assistant Superintendent for Operations Executive Director of O&M
JOB GOAL:	To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made all times.

PERFORMANCE RESPONSIBILITIES:

1. Supervises staff members designated by the superintendent.
2. Examines school buildings on a regular basis for needed repairs and maintenance.
3. Establishes and recommends priorities on repair projects.
4. Estimates cost of repair projects in terms of labor, material, and overhead.
5. Assigns and supervises crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like.
6. Lays out and inspects work, and assists crew members.
7. Develops a system for dealing with emergency repair problems with efficiency.
8. Prepares reports on costs of work done, materials used, labor expended.
9. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
10. Assigns work orders, checks drawings and plans.
11. Consults with building principals regarding the establishment of regular preventive maintenance programs.
12. Maintains such personnel and other records as are required.
13. Recruits, screens, and trains all craftspeople necessary to the maintenance program.
14. Advises on the hiring of contractors to perform certain maintenance or repair services.
15. Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS:

While performing the duties of the, the employee is frequently required to stand, walk, use hands and fingers to handle, or feel objects, tools, or controls; and to talk or to hear. The employee must squat, stoop, kneel, reach above the head, and reach forward. The employee continuously uses hand strength to grasp items during the day.

The employee must frequently lift and/or move up to fifty pounds. Occasionally, the employee will lift and/or move up to ninety pounds. Additionally, the employee, while performing the duties of this job, will regularly work indoors and will occasionally work outdoors. The employee may also work at times with caustic chemicals such as petroleum products, degreasers, sprays, and non-household item dust. The noise level of the work environment is usually moderate, but on rare occasions the employee will work in

a loud area.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Support Services Personnel.

Approved By:		Date:	
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