CLASS TITLE: Maintenance Director
REPORTS TO: Director of Districtwide Services
EXEMPT STATUS: Exempt
APPROVED: January 14, 2016- Order #2016-1720

BASIC FUNCTION:
Plan, organize, schedule, assign and review maintenance work for one or more trades groups; train, supervise and evaluate the work of assigned employees.

REPRESENTATIVE DUTIES:
- Plan, organize, coordinate and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of District buildings and facilities.
- Train, supervise and evaluate the performance of assigned maintenance and skilled trades staff; assign and review work and participate in the selection of new personnel as assigned.
- Develop and prepare work schedules; review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
- Prepare and maintain records, files, logs and reports related to personnel, inventory, supplies, work requests, work performed and safety issues as assigned.
- Conduct inspections of buildings and facilities to determine maintenance and repair needs and quality of work performed; recommend the removal of fire, safety or health hazards including asbestos-related issues; instruct staff in safe work practices.
- Participate in the establishment and implementation of a systematic preventive maintenance program; investigate vandalism as necessary.
- Assist in determining needed equipment, materials and supplies for the District maintenance operations; requisition a wide variety of supplies, maintenance tools and equipment.
- Communicate with vendors, contractors and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and District policies and procedures.
- Maintain regular attendance.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Methods, materials, and equipment used in the various building maintenance trades such as carpentry, plumbing, painting, electrical, heating and ventilating and air conditioning as assigned.
- Building construction practices and laws governing the construction and repair of public buildings.
• Appropriate safety precautions and procedures.
• Health and safety regulations.
• Applicable State, County and City laws, codes and regulations related to building and grounds maintenance operations.
• District organization, operations, policies and objectives.
• Oral and written communication skills.
• Record-keeping techniques.

ABILITY TO:
• Perform a variety of responsible duties related to the supervision of maintenance operations and activities.
• Plan, organize, schedule, assign and review maintenance work.
• Train, supervise and evaluate personnel.
• Prioritize and schedule work.
• Read, interpret and work from construction drawings and blueprints.
• Estimate materials and labor costs.
• Plan, lay out, direct and control a maintenance work program involving diversified activities.
• Work independently with little direction.
• Communicate effectively both orally and in writing.
• Maintain records and prepare reports.
• Establish and maintain cooperative and effective working relationships with others.
• Perform heavy physical labor.
• Observe legal and defensive driving practices.

PHYSICAL DEMANDS
• Work is performed while standing, sitting and/or walking
• Requires the ability to communicate effectively using speech, vision and hearing
• Requires the use of hands for simple grasping and fine manipulations
• Requires bending, squatting, crawling, climbing, reaching
• Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and four years increasingly responsible skilled maintenance experience related to assigned area of responsibility.