

Policy, Reports, and Law

5. Implement federal and state law, State Board of Education rule, and local board policy in maintenance area.
6. Compile, maintain, and file all physical and computerized reports, records, and other documents required in maintenance area.
7. Prepare data necessary to process maintenance payroll.

Budget and Inventory

8. Administer maintenance budget and ensure that programs are cost-effective and funds are managed prudently.
9. Compile budgets and cost estimates based on documented program needs.
10. Plan and direct inventory and stock control program for equipment and supplies.
11. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
12. Replace and maintain a current inventory of supplies and parts to avoid delay when reordering.
13. Approve and forward invoices and purchase orders for maintenance department to accounting department.
14. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Personnel Management

15. Assign work to maintenance personnel and oversee completion.
16. Prepare, review, and revise job descriptions in maintenance department.
17. Evaluate job performance of employees to ensure effectiveness.
18. Recruit, train, and supervise maintenance personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

19. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
20. Ensure that equipment is maintained in operating and optimum condition.

Other

- 21. Perform disaster duty when needed.
- 22. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
- 23. Respond to after hours emergencies as needed.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, head custodians, grounds supervisors, warehouse supervisors, security personnel, and support staff assigned to maintenance department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; occasional prolonged and irregular hours; work indoors and outdoors to conduct on-site inspections of all maintenance facilities and construction projects.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____ Date _____

Reviewed by _____ Date _____