



Job Title: Maintenance Director
Department: Physical Facilities & Maintenance
Reports To: Business Administrator & Superintendent
FLSA Status: Exempt
Salary Schedule: AA lane 05 (*Director II*)

SUMMARY

The Maintenance Director oversees all phases of facilities maintenance, including, but not limited to, the following: building automation systems, heating, cooling, and ventilation systems, plumbing systems, structural/architectural issues, custodial and maintenance issues. The incumbent operates under the supervision of the Business Administrator and supervises the District buildings maintenance and grounds personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.

Directs and coordinates the planning, prioritizing, budgeting, bidding, and manages all phases of building maintenance.

Must be fully trained in the Asbestos Hazard Emergency Response Act (AHERA) Asbestos Program as an inspector and asbestos management planner. Responsible for WCSD and state Environmental Protection Agency (EPA) to carry out all inspections and complete necessary reports pertaining to the AHERA.

Utilizes basic knowledge of OSHA, AHERA, and other building and life safety codes.

Establishes and maintains an ongoing preventative maintenance program.

Arranges and conducts meetings with maintenance supervisors and workers to provide training and establish safety procedures for maintenance staff.

Assists district staff and school administrators in identifying and assessing maintenance issues and needs, including priority projects for individual schools.

Assists maintenance staff members in the repair of all district facilities, including plumbing equipment, HVAC systems (geothermal, boilers, chillers, and refrigerated walk-in-boxes), building automation systems, electrical equipment, motors, and welding. Assists maintenance staff in completing work orders.

Completes routine inspections of mechanical equipment and mechanical rooms. Make suggestions and plans to service and repair equipment.

Assists the state and insurance boiler inspectors when completing routine inspections.

Coordinates with the Human Resources Department to recruit and hire maintenance personnel.

Carries out supervisory responsibilities in accordance with WCSD policies and applicable laws; responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Communicates with the Physical Facilities Director II, members of the Physical Facilities & Maintenance Department, and outside agency architects and engineers to assist in the development of plans for new buildings and to provide input as to what materials and systems seem to work best in the schools.

Oversees and directs subordinate supervisory personnel in custodial and grounds operations.

Organizes and maintains inventories of critical maintenance supplies, materials, and equipment.

Stays informed of professional developments, new techniques, and current issues through continuing education and professional growth.

Maintains cooperative relations with peer agencies and other governmental agencies.

SUPERVISORY RESPONSIBILITIES

This job has supervisory responsibility over the building maintenance, custodial and grounds supervisors.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Understands WCSD policies and procedures relative to the operation of the maintenance department.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of a Bachelor's Degree; or six or more years of related experience and/or training; or equivalent combination of education and experience.

Must have knowledge of and willing to gain hands-on experience in troubleshooting and repairing all forms of mechanical equipment, HVAC systems, electrical systems, plumbing systems, and ventilation systems found in the buildings. Must have training and hands on experience in the use of applicable electrical meters, gauges, and testing equipment necessary to make repairs to equipment and systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Contractor License or Equivalent is preferred.

A current Inspector and Management Planner certification in the AHERA Asbestos Program is preferred.

An EPA universal Refrigerant Technician Certificate is preferred.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee frequently is required to reach with hands and arms, use fingers and hands to handle, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration.

The noise level in the work environment is usually loud.

Prepared By: Executive Director, Physical Facilities		Date: 02/01/2008
Approved By: Executive Director, Human Resources		Date: 02/06/2008
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 12/13/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Position Management Specialist	Date: 01/13/2017
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 05/20/2020
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Assistant Director, HR	Date: 11/27/2023
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Executive Director, Human Resources	Date: 03/27/2024

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	