

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Director Facility Maintenance

Purpose of the Job

The Director is responsible for supervising the activities of the Maintenance and Custodial Departments, including overseeing building maintenance and repairs, community use of facilities, custodial services, grounds care, laundry services, safety programs, health/code compliance, and district utilities.

Essential Job Functions

CUSTODIAL SERVICES

1. Provides general supervision of the ongoing custodial care of all district schools/buildings and office facilities.
2. Establishes and monitors standards for the selection of custodial supplies and equipment for effective custodial care of facilities.

GROUNDS MAINTENANCE

1. Establishes and administers schedules and procedures for the regular, ongoing maintenance of grounds for all district schools and office facilities, and oversees the selection of appropriate supplies and equipment for effective maintenance of facilities.
2. Confers with district administrators on grounds design planning for landscaping, sprinkling, and maintenance of grounds.

MAINTENANCE

1. Ensures all school buildings and related facilities are examined on a regular basis for needed repairs and maintenance; establishes and recommends priorities on repair projects; assigns and inspects work; prepares reports on estimated costs of work and materials for project completion.
2. Maintains an efficient system for dealing with emergency repair problems.
3. For minor construction projects, develops specifications for labor, supplies, equipment, and other materials not provided or performed by Maintenance and Facilities departmental personnel.
4. Insures compliance with all state and federal public work requirements.
5. Maintains records and follows federal, state, and local laws as they pertain to purchasing of supplies and services.
6. Develops and oversees the district's energy management program.

SECURITY OF FACILITIES

1. Oversees the district-wide security system through consultation with other administrators on methods of increasing security in and about the premises of each separate facility.
2. Maintains the district plant and grounds in a condition of operating excellence to protect school owned property from loss, damage, and other related hazards.

SAFETY / HEALTH

1. Coordinates the district's facility safety program.
2. Coordinates compliance with AHERA, Right-to-Know, ADA, and other federal/state agency requirements; provides assistance in worker compensation and student accident investigations as required.

GENERAL

1. Maintains the district's central record system for all building plans, specifications, equipment, service manuals, and real property.
2. Maintains appropriate financial and building/grounds records.
3. Establishes district-wide preventive maintenance, renovation, operations, and safety programs.
4. Participates in the planning of new facilities and maintains appropriate records.

- Supervises maintenance and operations employees; prepares and conducts annual performance evaluations; selects, trains, monitors, and evaluates staff; resolves grievances.

Qualifications:

Education & Experience

- Associate degree or higher in related technical or management field preferred.
- Journeyman level experience in trade area preferred.
- At least three years of demonstrated successful supervisory experience in managing a multi-facility organization.
- Experience in educational organization preferred.
- Minimum of 5 years working experience in custodial, maintenance or related areas.
- Demonstrated experience in overseeing and managing budgets.

Knowledge Skills & Abilities

- Knowledge of blueprint reading, specifications, uniform and county codes, domestic water operation, fire protection systems, oil/gas boiler operations and maintenance, general knowledge of building trades.
- Demonstrated organizational and interpersonal skills, including good oral and written communications.

Licenses, Certificates & Special Requirements

- Journeyman status preferred

Reporting Relationship:

Reports to the Superintendent.

Conditions of work:

Required to be on-call to maintain integrity of the district's facilities and utilities systems; required to respond to emergencies on nights or weekends; exposed to loud noises, chemical fluids and fumes, and equipment with moving parts; may be required to work outdoors in inclement weather and at heights.

Union Affiliation:

NKCASA

FLSA Status:

Exempt

Salary Range:

NKCASA

Job #

NKCASA-14

Job History:

Created: 6-18-93; Revised: 7-21-03, 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice