



## Pickens County Board of Education Job Descriptions

### **DIRECTOR OF MAINTENANCE**

#### TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 12 Month

REPORTS TO: Supervisor of Operations

QUALIFICATIONS:

1. Standard high school diploma or satisfactory completion of any General Education Development (GED) Testing Program preferred.
2. Five years of school maintenance supervision.
3. Ability to read blueprints, technical data and sketches, and prepare estimates of materials from such information.
4. Extensive knowledge of tools, materials and equipment used in facility and ground maintenance.
5. Ability to analyze jobs to be done and assign work to others.
6. Ability to give and receive oral and written instructions, make reports and keep records.
7. Ability to work with administrators, teachers and staff.
8. Willing to answer emergency calls at all hours, including off-hours.
9. Must have a valid Georgia Motor Vehicle operator's license with endorsements compatible with assigned duties of Pickens County Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

#### RESPONSIBILITIES:

- Supervise the physical plant program in an efficient and effective manner.
- To supervise maintenance personnel.
- To assign maintenance jobs to maintenance personnel and to follow up on assigned work.

- Willing to answer emergency calls at all hours, including off hours
- Secure bids for minor building repairs.
- Give periodic oral and written reports on maintenance needs and work completed to the Supervisor of Operations.
- Work with administrators to establish school maintenance needs.
- Establish and recommend priorities for repair projects.
- Assist with preparation of a budget for the maintenance department.
- Review, develop and implement cost effective operational procedures.
- Evaluate performance of maintenance workers.
- Serve as purchasing agent for maintenance supplies, parts, accessories, etc.
- Keep proper records of preventive maintenance, schedules, job completions, tool and equipment inventories.
- Operate Board owned vehicles in a safe manner and assume responsibility for all supplies and equipment on the vehicle.
- Participate in training programs to increase skills and proficiency related to the assignment.
- Review current developments, literature, and technical source information related to job responsibilities.
- Ensure adherence to good safety procedures.
- Follow federal and state laws, as well as Board policies.
- All other duties deemed necessary.