

JOB TITLE: MAINTENANCE MANAGER – GENERAL

REPORTS TO: DIRECTOR OF PUPIL PERSONNEL - CHIEF OPERATIONS OFFICER (COO)

SALARY SCHEDULE: CLASSIFIED SALARY SCHEDULE C5

CLASS CODE: 7432

Scope of Responsibilities:

Responsible for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for district buildings and property. Plan, organize, schedule, assign, and review maintenance work of assigned employees.

Performance Responsibilities:

1. Plan, organize, coordinate, and oversee day-to-day maintenance activities to assure the proper and efficient maintenance and repair of district buildings and property.
2. Review maintenance reports and work orders; prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations; coordinate responses to emergency calls.
3. Conduct inspections of district buildings and property to determine maintenance and repair needs and quality of work performance, recommend the removal of and/or remove fire, safety, or health hazards instruct; staff in safe work practices.
4. Participate in the establishment and implementation of a systematic preventive maintenance program.
5. Assist in determining needed equipment, materials, and supplies for the district maintenance operations; requisition a wide variety of supplies, maintenance tools, and equipment.
6. Communicate, in coordination with the COO, with vendors, contractors, and inspectors regarding maintenance operations and activities, materials, specifications, scheduling and district policies.
7. Establish procedures for the tracking of local, state, and federal regulations dealing with all hazards (asbestos, radon, etc.). Become the contact for the Frankfort Independent Schools and all regulatory agencies dealing with hazards.
8. Develop programs for long-range maintenance projects. Develop procedures for prioritizing summer, short-term, and long-term projects.
9. Inspects building interiors, exteriors, doors, windows, floors, and equipment to identify and perform repairs where necessary.
10. Performs minor carpentry repairs to floor and ceiling tile, doors and door hardware, window sashes and sills, etc. Installs instructional boards, bulletin boards and white boards in classrooms and offices.
11. Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding, and spot painting.

12. Performs minor plumbing repairs such as leaking fittings, couplings and fixtures, faucets, washers, seats, stems and clears obstructed plumbing lines and fixtures.
13. Replace lamps and ballasts, repair and/or replace light switches, receptacles and other minor electrical devices under 200 volts (except 277 volt lighting).
14. Troubleshoot, repair, and replace minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc.
15. Visually inspect equipment operation and HVAC filters. Repair, replace or create work orders as required by procedures.
16. Participate in training as required.
17. Responsible for own safety and safety of others while performing tasks.
18. Monitor performance contracts
19. Assists Chief Operations Officer with snow/ice removal.
20. Performs other duties as assigned by the Chief Operations Officer or the superintendent.
21. Regularly check roofs, remove debris and recommend repair for leaks and other issues.
22. Work with contracted lawn services to maintain safety and appearance of the outside of all district properties. May require weeding and trimming of vines.
23. Maintain fences for safety and appearance.
24. Assemble items as needed for other staff members.
25. Use power tools (i.e. power washer) to maintain appearance and safety of the outside of buildings.

Minimum Qualifications:

1. High School Diploma or G.E.D.
2. Four (4) years' experience in skilled trades
 - A. Considerable knowledge of the materials, methods, tools, and equipment employed in general maintenance of buildings and equipment.
 - B. Considerable knowledge of the hazards and safety precautions involved in general utility and maintenance work.
 - C. Ability to understand and follow oral and written instructions.
 - D. Ability to train others
3. Willingness to work in varied and different locations
4. Valid driver's license
5. Verified experience in supervision of others

Desirable Qualifications:

1. Completed apprenticeship program
2. Skilled trades certifications
3. Experience reading and following blueprints, drawings, schematics, and diagrams.

Physical Demands:

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving, automotive equipment, and exposure to dust, fumes, and gases.