

# PLEASANTS COUNTY SCHOOLS



## JOB DESCRIPTION – DIRECTOR/SUPERVISOR OF MAINTENANCE AND FACILITIES

**Qualifications:** High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as follows:

- Hold journeyman or master electrician license.
- Hold universal refrigerant transitions and recovery certificate.
- Hold Class D Driver’s License or CDL license.
- Hold a current Certified Pool Operators certificate.
- Successfully complete the State Competency Test for director or coordinator of services.
- Possess the necessary knowledge, skills, and ability to be familiar with the construction of commercial buildings, and the inspection of commercial facilities. Have a basic understanding of the NFPA Codes, ASHRAE Standards, and International Building Code. Able to read and comprehend architectural and engineering plans and specifications. Have a basic understanding of commonly acceptable practices in the construction industry.

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.

- Ability to develop and supervise county school’s maintenance program including the upkeep of the buildings and shops and the issuing of instructions and the performing work relating to cleaning, repairs and maintenance of all structures and the mechanical and electrical equipment.
- Ability to effectively supervise personnel under his/her control.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.
- Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.
- Ability to establish and maintain effective working relationships with students, staff and community.
- Ability to perform duties in full compliance with all county requirements and the Board of Education policies.
- Ability to perform strenuous physical activity related to maintenance duties.
- Ability to understand and follow both written and oral directions.
- Ability to organize and/or provide necessary training and in-service as required by the county.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Director** of services means an employee of a county board who is assigned to direct a department or division.

**Immediate Supervisor:** Superintendent of Schools

**FLSA Status:** Exempt

**Evaluation:** Performance in this position will be evaluated annually by the immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and Pleasants County Schools Policy 6001.

**Term of Employment:** 261 Days

**Salary:** Pursuant to WV Code §18A-4-8a  
Pleasants County Schools Salary Scale  
Commensurate with Experience and Education Level

**Expectations / Duties and Responsibilities:**

- Work with the Superintendent and the Board of Education to prioritize facility needs.
- Plan, organize, supervise and direct the district maintenance, grounds- keeping and custodial operations, activities and related services.
- Develop and administer schedules and work assignments for staff; plan, coordinate, and arrange for the appropriate training of staff, including in-service training and safety programs
- Develop and organize long-range, on-going, and preventive maintenance plans and programs for sites, buildings, and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs
- Plan, coordinate and supervise all projects conducted by maintenance personnel.
- Develop cost analysis for all projects.
- Administer the expenditure of capital maintenance and grounds funds.
- Develop and prepare applicable budgets; analyze and review budgetary and financial data with the Superintendent and Treasurer.
- Expend funds in accordance with established accounting / purchasing guidelines.
- Determine appropriate staffing needs for the maintenance and custodial staffs
- Interview and recommend maintenance personnel needed to fill vacancies or new positions
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements.
- Resolve issues and conflicts, and exchange information.
- Provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment.
- Conduct evaluations and/or improvement plans for county maintenance department.
- Operate computer and assigned software programs.
- Attend and conduct a variety of meetings as directed.
- Oversees and revises policies to job related duties.
- Coordinates state competency testing for all service personnel.
- Processes maintenance/facilities requests.
- Keeps work area neat/engages in good safety practices.
- Operates and cares for equipment and property appropriately.
- Inspects properties/facilities and plans activities accordingly.
- Prepares grant applicants for programs assigned upon approval of superintendent and board of education.
- Coordinates facility planning, bidding, and purchasing programs in conjunction with the Treasurer and the Superintendent.
- Provides adequate equipment, tools, and supplies for staff to perform assigned tasks.
- Maintains a current inventory of major equipment, tools, parts, etc.
- Works with Chief Finance Officer for data entry related to WVEIS accounting practices.
- Oversees maintenance vehicles and coordinates their service and repair with the Director of Transportation.
- Maintains and submits records and reports of staff attendance and overtime work of staff members,

- securing authorization from the superintendent for the same except in cases of emergency.
- Serves as the liaison between the central office and Fire Marshal in striving to maintain total compliance with regulations.
- Serves as chairperson/co-chair of committees including, but not limited to the County Safety Committee and CEFP and others, as assigned by Superintendent.
- Serves as the liaison between federal, state, and county regulatory agencies and maintains a basic familiarity with, and adheres to established laws, policies, rules and regulations, and other guidelines of those agencies.
- Serves as the district director of safety for the district.
- Services as the district service personnel staff development coordinator.

**Physical Demands:**

The physical demands described 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 frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multi-media equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials and occasionally lift moderately heavy materials. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, as well as distance vision to inspect job sites, and the ability to adjust focus. The position requires sitting or standing for extended periods of time; climbing ladders and working from heights, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough uneven surfaces at construction sites and during inspections or for field office work. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**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. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/ technical laboratories where the noise levels may be moderate to loud (60-90 dB).

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position.*

**Perform Other Job-Related Duties and Responsibilities as Assigned by the Superintendent**

**Amended:** December 6, 2016