



**TITLE:** Maintenance Director

**QUALIFICATIONS:**

1. Any health, literacy, citizenship, or other such requirements
2. Any specific skill mastery required
3. Demonstrated aptitude or competence for assigned responsibility
4. Such other qualifications as the Board may deem acceptable and appropriate

**REPORTS TO:** Superintendent of Education, the Assistant Superintendent

**JOB GOAL:** To ensure that all buildings and properties are in a condition of operating excellence so that educational use of these may be available at all times

**MISSION AND GOALS**

- Works with the Superintendent and those whom he/she supervises to articulate and promote the school system's vision of teaching and learning
- Monitors and evaluates progress toward accomplishment of system goals and objectives
- Uses student data to identify program needs
- Develops goals, objectives, programs, and operations that are consistent with school system vision, mission, and goals
- Ensures that unit and program plans are consistent with the system's strategic plan
- Organizes daily, monthly, and yearly schedules to facilitate teaching and learning in the schools
- Creates, identifies, encourages, and supports Innovative ideas that support teaching and learning in the schools

**Management of Educational Resources**

- Selects and utilizes personnel to meet the needs of the school
- Administers the finances of the district with sound fiscal management and educational practices
- Assists with the development of the budget and makes allocations to schools in an equitable manner
- Achieves maximum results for available resources and money spent
- Understands and utilizes technology effectively

**Building Maintenance**

- Supervises in construction and repairs of all district properties and buildings
- Supervises all Janitor Staff
- Supervise district warehouse
- Supervises all employees and/or contract workers such as:
  - Painters
  - Carpenters
  - Plumbers
  - Electricians, etc.
- Reports special problems associated with maintenance to the appropriate district personnel

**Telephone #: (662) 827-2276 Fax #: (662) 827-5261**

- Coordinates and inspects maintenance work and assists as needed
- Estimates the cost of repair projects in terms of labor, material, and overhead
- Assigns work orders
- Establishes and recommends priorities on repair projects
- Maintains personnel and other written records as are required
- Monitors effectiveness of the custodial staff
- Provides leadership in cost effective practices for district energy consumption

Maintenance of District Grounds

- Assists with erosion control at each school
- Coordinates purchase of plant materials used at each school
- Assumes responsibility for the maintenance of equipment
- Cares for district properties by:
  - Controlling and cutting grass
  - Keeping shrubs, trees, and ground cover mulched and disease free
  - Replacing dead or diseased plants
  - Controlling weeds in beds, along curbs, and on sidewalks
  - Edging curbs and walkways at district buildings and facilities
  - Pruning shrubs and trees
- Keeps informed of new products to aid in the upkeep of grounds
- Plans, recommends, and supervises improvements
- Performs any other tasks as required by the Superintendent, and/or the Assistant Superintendent

**TERMS OF EMPLOYMENT:** Twelve month (240 days).

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.