

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

DIRECTOR OF MAINTENANCE

Required Qualifications:

- Bachelor's Degree in related field with eight (8) years of experience or Associate's Degree with ten (10) years of experience
- Possess a working knowledge of building trades with at least ten(10) years of experience in the performance of tasks similar to that in the district Maintenance Department
- At least seven (7) years of experience in an administrative and supervisory capacity over twenty-five(25) or more personnel
- Fiscal competence in the areas of budgeting and cost control
- Ability to work with and supervise a diverse cross section of personnel including engineers, skilled workmen, laborers, educators and administrative staff
- Technical familiarity with a broad range of electrical, mechanical, construction, safety and related subjects
- Working knowledge of computerized maintenance management systems
- Strong sense of responsibility and initiative, the ability to make sound judgments and to work under pressure and in emergency situations
- The ability to screen, evaluate and discipline employees
- Working knowledge of computer software programs
- Must possess a valid Florida driver's license

Desired Qualifications:

- K-12 school district experience
- Documented knowledge of energy conservation, recycling, and sustainability

Performance Responsibilities:

- Coordinate with the Facilities Department upon acceptance of new facilities regarding warranties, training, equipment, inventories, and technical information
- Define and implement preventative and periodic maintenance programs as required
- Prepare the annual Maintenance Department operating and capital budgets
- Determine required staffing levels for Maintenance
- Define and implement training programs for environmental services and maintenance personnel
- Maintain cost effective inventory control for materials and supplies
- Assure the proper planning, scheduling, and supervision for maintenance personnel crews
- Review the performance of all personnel directly assigned in accordance with standard procedures
- Oversee the hiring, disciplinary actions and termination of all personnel assigned to the department
- Complete all required Department of Education (DOE) reports
- Supervise personnel responsible for fire safety, fire inspection, environmental and related activities

- Oversee the overall operation of the central facilities areas and buildings
- Meet with the Union President as required on job and personnel related subjects
- Attend the bi-weekly school board meeting
- Participate proactively with the public and other public information related services regarding the Maintenance Department
- Assure timely, efficient response to all work order requests and monitor backlog
- Evaluate the economics of subcontracting versus district performed tasks and make recommendations accordingly
- Keep Executive Director of Support Operations informed of ongoing situations, programs, changes, and practices in all areas of assigned responsibility
- Perform other duties as assigned by the Executive Director of Support Operations and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Executive Director of Support Operations, as assigned, and/or designee

Evaluation:

Annual evaluation done by the Executive Director of Support Operations, as assigned, and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Administrative

Job Code:

81005

Board approved: 4/23/19

Revised: