



Position Description

Title: Manager – Maintenance Services		
FLSA Class: Non-Exempt	EEO Category: First/Mid-Level Officials and Managers	WC Class: 8861
Job Title #: 1000082	Salary Grade:	
Date Approved: 11/26/2016	Purchasing Approval Level: III	
Revision Date:	Revision:	

Purpose of Position

The Maintenance Services Manager performs manual and skilled work in the care of buildings, property and equipment. This position manages the maintenance department and works directly with all departments to coordinate needed maintenance and repairs, including coordination of future projects. External contacts include, outside contractors, suppliers, deliveries and inspectors as assigned. This exempt position is supervised by the VP/Chief Facilities Officer.

Major Duties (*Essential Element)

- Serves as a member of the leadership team and provides supervision and support of the maintenance staff to assure general upkeep and preventive maintenance for facilities and grounds. *
- Hires, trains, supervises, and evaluates staff members assigned to maintenance.
- Manages the information collection system for facility management, tracking and providing data reports on work orders, preventative maintenance and asset inventory as needed. *
- Prioritizes documents and organizes all maintenance requests.
- Prepares and oversees the department budget with signature authority for requisitions up to \$500 through the appropriate processes of the finance department.
- Serves as Safety Officer and, as such, prepares the Safety Manual, chairs Safety Committee meetings, investigates problems resulting from unsafe practices and conducts training sessions, evaluates fire drills and disaster procedures, and provides safety education programs. *
- Coordinates a Hazard Vulnerability Assessment and subsequent response

plans to assure the safety and well-being of the staff, children and facilities.*

- Demonstrates the proper use of power and hand tools in carpentry, plumbing, heating, electrical, and masonry work and directly works hands on in projects and tasks as needed.
- Implements programs and procedures required to ensure Great Circle facility and grounds cleanliness.
- Maintains and updates operating and training manuals for the maintenance department.
- Reviews the operation of facility and grounds equipment and mechanical systems constantly, to minimize unplanned downtime, anticipate solve problems in a timely manner, and to identify opportunities for improvement.
- Prepares reports, analyzes data, and makes recommendations for improving facility operations and solving maintenance-related problems.
- Ensures city, county, state, licensing, Joint Commission, and federal regulations relating to the maintenance department are met at all times.*
- Directs, maintains, and enforces the safety program for the maintenance department; reviews safety records to uphold standards of maximum safety for all maintenance technicians.
- Coordinates and inspects major contract work on the electrical, plumbing, mechanical, and other related systems in all locations.

Working Conditions

School or office environment as well as outside environments which may experience weather conditions such as cold, heat, rain, or snow. May experience noise, dust, or other conditions found in a school or ranch environment.

Physical Demands

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Lifting 10 – 100 pounds occurs frequently while lifting over 100 pounds occurs less frequently. Ability to move 50 pounds; ability to climb a 26 foot ladder in 30 seconds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Budget Responsibility

Facilities budget

Supervisory Responsibility

Yes

Qualifications

- Strong customer service focus, excellent time management, oral and written communication skills.
- Must be proficient in Word, Excel and email applications.
- Skills required include organizational and interpersonal skills.
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance.

Required Education and Experience

- Any combination equivalent to graduation from high school, supplemented by college-level courses in maintenance administration and control or trade school certification in the field of construction, and six year of progressively responsible experience in the construction, maintenance and repair of buildings and grounds, including three years in a supervisory capacity.
- Knowledge of maintenance and custodial methods and formulas; knowledge of landscaping methods and materials; knowledge of laws and regulations pertaining to the construction, repair and safety of facilities; knowledge of local building, safety and health codes, knowledge of material, equipment and working procedures and methods used in cleaning and upkeep of schools and facilities; knowledge of heating, ventilation, and air conditioning systems; knowledge principals and techniques of supervision and training; ability to analyze and make accurate estimates of costs; ability to plan organize and supervise others in maintenance; ability to prepare and present oral and written reports; ability to plan and organize departmental procedures; ability to work cooperatively with others.

Preferred Education and Experience

Certifications

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____