

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Director of Maintenance & Operations

Wage/Hour Status: Exempt

Reports to: Assist. Supt. Business/Finance

Administrator Pay Grade: 105 (260 Days)

Dept./School: Maintenance

Date Revised: 03/31/2022

Primary Purpose:

Direct and manage district's maintenance operations. Develop, direct, and manage the energy management program within the district that ensures efficient and effective use of energy resources and meets the comfort, health, and safety needs of students and staff. Coordinate, analyze, troubleshoot and repair defective or malfunctioning equipment. Maintain physical school plant in a condition of operation excellence so that full educational use may be made at all times. Provide a physical environment that is functional, safe, clean, and attractive.

Qualifications:

Education/Certification:

Bachelor's degree or equivalent experience
Clear and valid Texas driver's license

Special Knowledge/Skills:

Knowledge of basic principles of construction and school plant maintenance and operations
Ability to conduct on-site inspection of district facilities
Knowledge of heating, ventilation, and air-condition systems (HVAC)
Ability to use energy accounting and building automation software
Ability to read, interpret, utilize and train on manuals, schematics, blueprints and control circuits related to HVAC and system controls
Technical aptitude with knowledge of local codes and the ability to use resources at hand to find solutions
Ability to use software to develop spreadsheets and databases
Ability to manage budget and personnel
Ability to coordinate district function
Ability to implement policy and procedures
Ability to interpret data
Strong organizational, communication, and interpersonal skills
Bilingual, preferred

Experience:

Three years' supervisory experience in maintenance operations, preferably with public school districts
Three years' experience maintaining HVAC, large plant or building, preferably with public school districts

Major Responsibilities and Duties:

Building Maintenance and Repair

1. Direct and manage maintenance and repair, and central warehouse operations of district.
2. Direct and manage contractor controls and repair of District HVAC systems.

3. Receive and process work orders for repair and maintenance of buildings, grounds and HVAC systems.
4. Develop and maintain written departmental procedures for maintenance, repair, and operations of all district buildings and equipment.
5. Prepare plans and specifications for contracted repair work and site improvement for submission to purchasing department for bids.
6. Prepare plans and specifications for contracted control services of HVAC systems for review and approval to supervisor.
7. Prepare, implement, and maintain preventive maintenance schedules of system controls and HVAC system tools and parts. Ensure that maintenance is completed and equipment is in safe operating condition.
8. Develop and maintain written energy management procedures for controls, repair and operations of district HVAC systems and utilities.
9. Work collaboratively with the Construction Manager to oversee warranty issues.

Policy, Reports, and Laws

10. Ensure compliance with federal and state law, State Board of Education rule, and local board policy.
11. Compile, maintain, file, and present all physical and computerized reports, records, and other documents required in maintenance area.
12. Prepare data necessary to process maintenance payroll.

Energy Management

1. Analyze energy usage and conduct needs assessment for improvement of energy management procedures, equipment, and systems. Make recommendations for changes based on findings.
2. Develop and implement control strategies in building automation software to increase energy efficiency of the HVAC and lighting systems.
3. Work cooperatively with building principals and facilities directors to support use of school facilities for extracurricular activities in a manner consistent with energy management guidelines.
4. Oversee the installation, repair, and modification of energy management equipment in district facilities. Recommend the disposal and replacement of obsolete equipment when needed.

Budget and Inventory

13. Administer maintenance budgets and ensure that programs are cost-effective and that funds are managed wisely.
14. Compile budgets and cost estimates based on documented program needs.
15. Plan and direct inventory and stock control program for equipment and supplies.
16. Initiate purchase orders and bids in accordance with budgetary limitations and district policies.
17. Replace and maintain current inventory of supplies and parts to avoid delays when ordering.
18. Approve and forward invoices and purchase orders for maintenance to accounting department.

19. Recommend disposal of obsolete equipment and purchase replacement equipment when necessary.

Personnel Management

20. Assign work to maintenance personnel and oversee completion.
21. Prepare, review, and revise job descriptions in maintenance department.
22. Evaluate job performance of employees to ensure effectiveness.
23. Select, train, supervise, and evaluate personnel and make sound recommendations about personnel placement, transfer, retention, and dismissal.

Safety

24. Maintain safety standards in conformance with federal, state, and insurance regulations and develop a program of preventive safety.
25. Ensure that equipment is maintained in operating and optimum condition.

Other

26. Perform disaster duty when needed.
27. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
28. Respond to after hours emergencies as needed.
29. Follow district safety protocols and emergency procedures.
30. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise and evaluate performance of skilled craftsmen, grounds supervisors, warehouse personnel, shop foreman, electrical foreman, and support staff assigned to maintenance department.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Frequent districtwide travel; frequent prolonged and irregular hours; work indoors and outdoors on slippery or uneven walking surfaces to conduct on-site inspections of all maintenance operations and construction projects. Frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts. Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching. Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over). Maintain emotional control under stress.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.