

MSTM Head of Maintenance Job Description

SUMMARY: Supervises, evaluates, and coordinates the operational and training activities of employees in the custodial and maintenance department. Responsible for planning, construction renovation, and maintenance of district facilities. Provides leadership on new construction, renovations, facility utilization, and maintenance. Analyzes and evaluates new products, technology, equipment, supplies and services for improvement/advancements in custodial functions. Provides technical guidance and direction for the district in all matters related to custodial and maintenance operations. Manages department budget.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Supervises, provides training for, and evaluates custodial and maintenance staff.
2. Create, plan and oversee evaluation and repair of custodial equipment. Analyze, evaluate and recommend new products, technology, equipment, supplies and services for improvement/advancements in custodial functions.
3. Provide technical expertise regarding district custodial operations and create, develop and ensure compliance with procedures to comply with federal, state, local regulations, including environmental, energy and safety standards.
4. Develop, prepare and monitor annual department budget. Forecast and budget for short and long term departmental and capital expenditures. Monitor and authorize expenditures in accordance with district procedures.
5. Represents the Custodial Department to district, school and community stakeholders. Attends meetings, professional associations, training and other functions as required or requested.
6. Performs other job-related duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Facility Maintenance Management degree preferred.
- Minimum of 3 years experience in custodial maintenance management or related management field.
- Demonstrated experience in work scheduling and manpower deployment.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training required upon hire.
- Willing to obtain required training and certification required by state and federal requirements.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Extensive knowledge of maintenance activities, construction methods, custodial activities, training, supplies, and equipment.
- Ability to understand complex construction contracts and technical specification.
- Ability to supervise and manage custodial and maintenance staff.
- Organizational, analytical and prioritization skills.
- Ability to accomplish tasks timely and with minimal supervision.
- Strong communication and facilitation skills.
- Ability to maintain confidentiality related to personnel and other district records and information.

- Ability to promote and follow District policies, Board of Education policies, and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 50 pounds.
- Ability to work safely with toxic or caustic chemicals.