

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM**  
**CLARKSVILLE, TENNESSEE JOB DESCRIPTION**  
**Job Description**

**Job Title:** Assistant Building Maintenance Manager

**Department:** Maintenance

**Grade:** 499

**Days Per Year:** 260

**Date Reviewed:** August 2017

**Reports To:** Building  
Maintenance Manager

**Purpose of Job**

The purpose of this job is to assist the Building Maintenance Manager with supervising and coordinating day-to-day activities of workers engaged in the maintenance of all District buildings and equipment. Duties include, but are not limited to, coordinating and monitoring a wide variety of contracted projects related to the construction, repair, remodeling, and/or upgrading of CMCSS facilities; supervising, prioritizing, scheduling, evaluating, and assisting a maintenance staff of up to sixty-six employees; preparing documentation; prioritizing work orders; approving methods of maintenance; and performing additional tasks as assigned by the Building Maintenance Manager.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Oversee fifteen trades including wastewater treatment, cabinetry, inventory/parts, Building Automation System, boiler/chiller, HVAC, electrical, electronic, pest control, structural roads and grounds, waste management/garbage collection, plumbing, refrigeration, small engine/custodial equipment, and food service equipment repairs. Assist in all aspects of building maintenance operations necessary to complete assignments and ensure all students have the best learning environment possible.
- Responsible for maintaining proper temperature control for all the District's eighty-eight walk-in freezers and coolers at forty locations through web based monitoring system. Responds to standard and after-hours emergencies logging an average of two hundred hours of comp time annually.
- Supervises, directs, and evaluates assigned staff; handling employee concerns and problems; assigning work; counseling; and recommending disciplinary actions, selection of new hires, promotions, terminations, transfers, supervision, training, recommendations, and other personnel actions. Plans material utilization. Ensure that all maintenance personnel have the necessary tools and equipment to complete their mission. Oversee all in-house training programs.
- Assist the Building Maintenance Manager in the enforcement of rules, regulating codes, and standards for the safety of occupants in the schools and administrative buildings as they relate to life safety. Assist in establishing, administering, and enforcing energy conservation and air quality control management programs. Upkeep of maintenance and facilities (which consists of over 30 campuses totaling over 5.5 million square feet on 1,346 acres of which 527 acres requires grooming/cutting) as it relates to managing the integrity of the school plant by benchmarking

performance of existing assets against modern standards. Validating performance or identifying key factors to re-engineer in order to meet modern standards over an extended lifecycle.

- Provides critical assessments of school plant systems considering safety policies, inspection data, maintenance capabilities, training limitations, and availability of renewal resources in order to extend the life of aging equipment.
- Develops strategies to improve availability, maximize performance, maintain environmental safety, assure regulatory compliance, and optimize maintenance costs beyond the expected lifecycle of school plant components.
- Assist in preparing preliminary costs of specific projects. Assist in development of project scope and obtaining construction bids. Directs the spending of the District's \$7,000,000 Building Maintenance budget authorizing purchases valued at \$25,000.
- Assists in the development and monitoring of department budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Provide on-site inspections of new schools and renovation jobs to inspect construction work for conformance with designs, plans, and specifications.
- Assist in the development of mechanical, electrical, plumbing, and architectural system plans, specifications, and cost estimates prepared by consulting engineers ensuring compliance with building codes and standards. Reviews, corrects, and interprets drawings, plans, and specifications.
- Maintain close contact with manufacturers of various types of equipment and machinery used by the department in order to maintain up-to-date equipment specifications and become knowledgeable of new equipment developments.
- Exercise discretion and independent judgment with respect to submitting purchase orders for work required and reviewing invoices and pay requests for correctness. Prepares, assembles, and monitors required construction documentation and permits (building, electrical, etc.) for all projects under his/her supervision. Recommends purchase or employment of qualified vendors or systems. Recommends the discontinuation of contracts for unqualified vendors or systems. Schedules his work according to the needs of the District, 24 hour a day availability can be required.
- Makes and shares construction decisions in a timely manner and responds immediately to emergency situations.
- Provide technical assistance for in-house projects involving alterations to existing systems and structures.
- Prepare required documentation, including but not limited to, attendance records, work orders, and vacation requests. Compile reports of costs, requisitions, tools, equipment, and supplies.
- Performs and promotes all activities in compliance with equal employment and non-discrimination policies, follows federal laws, state laws, school board policies, and professional standards.
- Oversee fifteen trades including wastewater treatment, cabinetry, inventory/parts, Building Automation System, boiler/chiller, HVAC equipment, electrical, electronic equipment, pest control, all structural, roads and grounds, plumbing, refrigeration, small engine/custodial equipment, and food service equipment repairs. Assist in all aspects of maintenance operations necessary to complete assignments.
- Responsible for maintaining proper temperature control for all walk-in freezers and coolers system-wide through web based monitoring system (including after-hours response).
- Inspect each building on a regular basis. Communicate with the Building Maintenance Manager regarding findings.
- Prioritizes work assignments based on man-hours and time frame requirements. Ensures work orders flow in an orderly fashion.
- Provide technical and mechanical assistance, on an as needed basis, to ensure the timely and professional completion of projects.

**Additional Job Functions**

Perform other duties as required.

**Minimum Training and Experience Required to Perform Essential Job Functions**

High School Diploma (or equivalent) and Vocational or technical school training required, with a minimum of seven years of maintenance experience and five years of supervisory experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Verified experience in the construction plan review of codes and enforcement process. Valid Tennessee driver's license required. Must be able to obtain and maintain a universal refrigeration certification for use and recovery of refrigerants required by the Environmental Protection Agency. Gas, electrical or contractor's license preferred.

**KNOWLEDGE OF JOB**

Has thorough knowledge of the policies, procedures, and activities of the School System and maintenance practices as they pertain to the performance of duties relating to the job of Assistant Building Maintenance Manager. Has considerable knowledge of maintenance practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policies, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with co-workers, supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in training co-workers, including the handling of emergency situations; determining and deciding upon procedures to be implemented; setting priorities; maintaining standards; and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS****REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 50 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;

- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

**Employee's Munis Number**

**Date**