

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

Job Title: Building Maintenance Manager

Department: Operations

Grade: 501

Calendar: 12 Months

Job Description

Date Reviewed: August 2017

Reports To: Chief Operations Officer

Purpose of Job:

The Building Maintenance Manager is responsible for all maintenance activities for all district facilities and properties. This includes planning, budget making, and overseeing the development of specifications for work accomplished in-house, work done by contractors, and coordination of district capital outlay items for the assigned areas of responsibility. Responsible for supervising and directing assigned staff, approve, distribute and coordinate routine work requests, coordinate call-in requests and both major and minor “crisis” responses, review pending work requests, and provide overall management to the Building Maintenance Department and related activities.

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.

- Responsible for the direct supervision of in-house construction and renovation projects, building
- maintenance, grounds maintenance, and compliance programs related to maintenance functions including: work control, scheduling, mechanical, electrical, plumbing, structural, grounds, electronics, waste water, refrigeration, cabinetry, parts, pest control, small engine, and mechanical controls.
- Supervises, directs, and evaluates assigned staff, currently compiled of 66 skilled and non-skilled trade workers, handling employee concerns and problems, assigning work, counseling, and handling disciplinary and other personnel actions.
- Conducts interviews for prospective new employees and evaluates their qualifications to ensure they meet the requirements for the position for which applying. Selects the best qualified personnel to fill open positions.
- Maintains security codes for personnel, performs audits at all locations ensuring district policy on key control is being upheld.
- Monitors software on the 80+ freezers and coolers at all locations to ensure proper temperature.
- Projects, complies, and submits budget requirements for the Building Maintenance Department for inclusion in the school system’s operating budget. Responsible for the proper management of a multi-million dollar departmental operating budget.
- Oversees the school systems energy management system to ensure the proper environmental climate is provided to educational and office facilities with maximum energy efficiency.

- Responsible for ensuring all school system facilities and related equipment are maintained in proper operational condition. Acts as a consultant when principals desire changes in school plant or facilities.
- Maintains assigned vehicle, equipment, and tools for the purpose of ensuring availability in a safe operating condition.
- Serves as the designated person for and ensures the proper operation of the school system's wastewater treatment plants, including the requirement to obtain and maintain a current wastewater treatment plant operator's certification, and ensuring proper reporting of wastewater plant operations to appropriate government agencies.
- Serves as the designated person for and oversees duties associated with the school system Building Maintenance Department's refrigerant certification and management program, ensuring all codes and regulations are complied with as pertains to refrigerant usage.
- Maintains the Building Maintenance Department's computerized work order system to include control of access by schools submitting work requests via the remote access system; develops and maintains the computerized preventative maintenance program for the school system.
- Participates in capital projects, to include development of specifications for purposes of bidding, purchasing, installing, subcontracting, etc. Works as needed with architects, engineers, and construction companies in building expansion and remodeling projects.
- Coordinates repair of roofing systems under warranty with manufactures and their representatives; maintains appropriate records. Also responsible for ensuring roof repairs are accomplished for systems not under warranty.
- Maintains records and coordinates repairs associated with cross connectors and backflow prevention as pertains to water supply systems. Works with governing agencies; coordinates correction of deficiencies as determined by competent authority.
- Orders supplies and/or materials; writes/issues purchase orders; writes and issues formal bid specifications; deals with sales personnel.
- Attends various meetings, workshops, seminars, etc., to keep abreast of changes; conducts training workshops for assigned personnel. Prepares presentations and informational materials for the Chief Operations Officer and Director of Schools.
- Responsible for the enforcement of rules, regulating codes and standards for the safety of occupants in the school and administrative buildings as they relate to life safety; assists in establishing, administering and enforcing energy conservation and management programs.
- Provides on-site inspections of new schools and renovation projects; plans material utilization; ensures that personnel have necessary tools and equipment to complete their mission; oversees all in-house training programs.
- Provides technical and mechanical assistance, on an as needed basis, to ensure the timely and professional completion of projects.
- Serves as member of the Operations Leadership Team.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum high school graduate (bachelor's degree preferred), with seven to ten years experience in supervision of general maintenance personnel (or related); or any equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities for this position. 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. Must possess a valid grade 1 Wastewater Treatment Operators Certification.

KNOWLEDGE OF JOB

Considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of duties relating to the job of Building Maintenance Manager. Has thorough knowledge of maintenance practices, supervisory and public relation techniques 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 as necessary in the promotion of effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, and 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 effective manner. Have good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, 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 40 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.

Employee's Signature**Employee's Munis Number****Date**