

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
Job Description

Job Title: Building Maintenance Manager **Department:** Building Maintenance
Date: March 2007 **Reports To:** Chief Operations Officer
Grade: 71

Purpose of Job

The Maintenance Manager will be responsible for all maintenance activities for all district 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 request, coordinate call-in requests and both major and minor “crisis” responses, review pending work requests, and provide overall management to the 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, custodial services, grounds maintenance and compliance programs related to maintenance functions.

Supervises, directs, and evaluates assigned staff, currently compiled of 65 skilled and non skilled trade workers, handling employee concerns and problems, assigning work, counseling, and handling disciplinary and other personnel actions. Assumes supervisory responsibility of the school system’s 160 custodial personnel in the absence of school administrators.

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.

Projects, complies, and submits budget requirements for the maintenance department for inclusion in the school system’s operating budget. Responsible for the proper management of a multi million dollar 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.

Maintenance Manager

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 operators certification, and ensuring proper reporting of wastewater plant operations to appropriate government agencies.

Serves as the designated person for and assumes all duties associated with the school system's refrigerant certification and management program, ensuring all codes and regulations are complied with as pertains to refrigerant usage.

Maintains the maintenance departments computerized work order system to include control of access by schools submitting work request 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 jobs; 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.

Serves as member of the Management Review Team for ISO 9001.

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.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and maintenance equipment, such as a computer, printer, copier, calculator, telephone, pick-up truck, power drill/saw, two-way radio, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds force frequently. Physical demand requirements are at levels of those for medium to heavy work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, financial, and administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to maintenance operations. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to maintenance, including reading and utilizing Blueprints, schematics, electrical, pneumatic and refrigerant circuits.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

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

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with meters, calibration equipment and standard diagnosis equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office and maintenance equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, hand and power tools, office equipment, test equipment, control knobs, switches, etc. Must have ability to use one hand for twisting or

turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. supervisors, clients, employees, general public, and elected officials) beyond giving and receiving instructions such as in interpreting policies, decisions and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to maintenance.

Maintenance Manager

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).

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.

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

Supervisor's Signature

Date

Date