

Killeen Independent School District Job Description

Job Title: Director for Maintenance and Operations
Reports To: Executive Director for Facilities Services
FLSA Status: Exempt

SUMMARY

Plans, directs, and coordinates all activities concerned with facility maintenance and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Coordinates and supervises all facility maintenance functions, to include electrical, heating/ventilation/air conditioning, plumbing, carpentry, painting, welding, roof repair, concrete and locksmith services.

Coordinates and supervises all facility operations, to include energy management and grounds care services.

Manages and maintains the facility maintenance work request system.

Manages and maintains a quality assurance program on all maintenance and operations functions.

Assures compliance with all building, life safety, environmental, and accessibility codes, laws and requirements.

Establishes, maintains and coordinates safety standards in compliance with federal, state and local requirements.

Recruits and provides training for all maintenance and operations staff.

Manages and coordinates all staff discipline and recommends employee administrative actions.

Manages and maintains all maintenance and operations vehicles, tools and equipments.

Prepares and maintains all maintenance operations budgets on a district-wide basis.

Assists Executive Director for Facilities Services in identifying facility deficiencies and condition assessments.

Assists Executive Director for Facilities Services in the planning of the annual capital improvement budget.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manages personnel in the Maintenance and Operations staff. Is responsible for the overall direction, coordination, and evaluation of these personnel. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending for hire, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

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.

EDUCATION and/or EXPERIENCE

Bachelor's degree and a minimum of five years experience in the management of facility maintenance or facility construction, preferably in a public-school environment.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to members of the board of trustees, administrators, staff, contractors, and the general public.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, kneel, squat, bend, stoop, push, pull, and twist. The employee is frequently required to walk, climb stairs/ladders, grasp, squeeze, extend/flex wrist, reach overhead, and drive. The employee must frequently lift and carry (15-44 pounds). Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and extreme heat. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; risk of electrical shock; and vibration. The noise level in the work environment is usually very loud. Frequent district-wide travel to multiple campuses as assigned.

Revised Date: September 5, 2019

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