

# Sunflower County Consolidated School District

Mrs. Miskia Davis, Superintendent

*"United For Excellence"*



## Job Description

**TITLE:** Maintenance Director

**QUALIFICATIONS:** Demonstrated success in performing tasks of the sort listed below.

**REPORTS TO:** Superintendent

**SUPERVISES:** Maintenance Staff

**JOB GOAL:** Maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

### PERFORMANCE RESPONSIBILITIES:

1. Examines school buildings on a regular basis for needed repairs and maintenance.
2. Establishes and recommends priorities on repair projects.
3. Estimates cost of repair projects in terms of labor, material, and overhead.
4. Assigns and supervises crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, and the like.
5. Develops a system for dealing with emergency repair problems with efficiency.
6. Orders materials as needed, and makes recommendations of supplies and equipment for purchase.
7. Consults with building principals regarding the establishment of regular preventive maintenance programs.
8. Maintains such personnel and other records as are required.
9. Advises on the hiring of contractors to perform certain maintenance or repair services.
10. Collects and maintains documentation to ensure compliance of State Process Standards.

### TERMS OF EMPLOYMENT:

Twelve month year. Salary and work year to be established by the Board.

**EVALUATION:** Performance will be evaluated annually by the Superintendent.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(Incumbent)**