

**SCHOOL DISTRICT OF PUTNAM COUNTY  
JOB DESCRIPTION**

**DIRECTOR, MAINTENANCE AND FACILITIES**

**QUALIFICATIONS:**

- (1) Bachelor's Degree or higher with specialization in construction or related field, or a Master's degree in Education with experience in construction or a related field.
- (2) Minimum of three (3) years experience in construction or a related field.
- (3) A working knowledge with the Uniform Building Code, 6A-2 SBR, Chapter 234 F.S

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of Florida law as it pertains to school facilities, construction contracts and property control. Knowledge of Florida Department of Education regulations and codes. Knowledge of regulations pertaining to health, safety and environmental issues. Knowledge of EPA standards for removal of asbestos and freon as well as detection methods for radon.

**REPORTS TO:**

Associate Superintendent for Support Services

**JOB GOAL**

To coordinate and supervise all maintenance functions and inspect work in progress to ascertain that duties are being performed by all maintenance employees and private contractors. To provide educational and support services to the school district and to ensure a safe, attractive and comfortable setting for learning and teaching.

**SUPERVISES:**

All Maintenance Personnel

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Work with the Associate Superintendent to prioritize facility needs.
- \* (2) Develop long- and short-range plans for meeting facility needs of the District.
- \* (3) Plan, coordinate and supervise all projects conducted by maintenance personnel.
- \* (4) Develop cost analysis for all projects.
- (5) Establish and maintain the annual budget for the Maintenance Department for presentation to the Superintendent and finance officer.
- \* (6) Advertise, interview and recommend maintenance personnel needed to fill vacancies or new positions.
- (7) Manage environmental services for the District.
- \* (8) Ascertain that all projects are in accordance with Department of Education regulations and Florida State statutes.
- \* (9) Assure that all construction projects are in accordance with drawings and specifications.
- (10) Inspect buildings and grounds on regular basis to determine needed maintenance and repairs.
- (11) Meet with school personnel to receive input on school maintenance needs and / or new construction.
- (12) Establish an on-going preventative maintenance program.
- (13) Inventory equipment and materials.
- (14) Prepare bid package for bidding for equipment, supplies and materials.
- \*(15) Supervise maintenance personnel, conduct performance appraisals and recommend appropriate actions.
- (16) Assist in the development of administrative guidelines for maintenance services.
- \*(17) Serve as the school district's chief advisor on capital outlay, construction, renovation and remodeling projects.
- \*(18) Coordinate the development of educational specifications for school facilities.
- \*(19) Assist with the selection of architectural/engineering firms and outside contractors for design and construction work.
- \*(20) Approve and report on all construction projects.
- \*(21) Provide for the inspection of all construction projects for compliance with building codes throughout all phases of construction and submit required compliance reports.
- \*(22) Coordinate and provide for inspection of improvement and renovation work.
- \*(23) Verify that the terms of all contracts have been fulfilled before authorizing pay requests.
- (24) Manage the preparation of the Florida Inventory of School Houses (FISH) report, including the identification and numbering of all rooms within school buildings.
- (25) Assist with the coordination of school plant surveys for the district.

**Director, Maintenance and Facilities 81005 (Continued)**

- (26) Coordinate architects, engineers, governmental agencies, vendors, utilities, and contractors to obtain required services for projects.
- (27) Assist in the planning of educational facilities and the recommendation of priorities.
- (28) Assist in the acquisition and disposition of School Board-owned real property
  
- (29) Prepare an annual comprehensive plan and budget.
- (30) Read blueprints and/or schematics and provide necessary directions toward accomplishing task.
- (31) Prepare the purchasing/distribution and capital projects budget for each school year.
- (32) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\* Essential Performance Responsibilities

**Job Description Supplement Code 8**

**SALARY LOCATOR: Support Personnel Salary Schedule 4**