

## West Central C.U.S.D. #235

### Job Description

**TITLE:** Maintenance Director

**PRIMARY GOAL:** To ensure the safe operation and maintenance of the school facilities and equipment.

**REPORTS TO:** Superintendent

#### **QUALIFICATIONS:**

1. High School Diploma or Equivalent
2. Completion of a favorable physical examination, including tuberculosis
3. Successful completion of the Illinois specific criminal background check by the Illinois State Police.
4. Three to five years facilities maintenance experience preferred (to include electrical, plumbing, carpentry, and general maintenance).
5. Management and organizational skills (to include record keeping, filing, forms management, purchasing, and correspondence skills)
6. Ability to create personable relations with co-workers, building occupants, businesses, and public in general.
7. Demonstrate aptitude for successful completion of assigned responsibilities.

#### **PERFORMANCE RESPONSIBILITIES:**

##### **Safety**

1. Works with District Office to arrange for and coordinate safety inspections for fire equipment, liability insurance and life safety inspections. Follow up on deficiencies and recommendations.
2. Ensures that all equipment functions properly for required fire drills held periodically throughout the year.
3. Coordinates with building principals for all safety drills.
4. Participate in and complete all mandated trainings.

## **Facility Maintenance**

1. Ensure heating and cooling systems function properly in district facilities. Monitor boiler(s) to include: regular blowdown, lubricate HVAC related pumps, motors and bearings, change all HVAC related filters, perform operator level maintenance on all air handlers in assigned area/building.
2. Check buildings, boilers, freezers, etc. daily to ensure proper operation on non-attendance days as required.
3. Repair or arrange for repair of all plumbing, sewage, garbage, and drainage equipment in district facilities.
4. Do minor electrical repairs as needed and coordinate with contractors for all major electrical work with approval of the Superintendent or Board of Education
5. Coordinate with the Superintendent, Building and Grounds Committee, and District Architect for all district life safety projects to include all American Disability Act, and asbestos requirements and updates.
6. Keep an inventory of supplies and equipment and requisition such needed replacements from the Superintendent within enough time to allow for the delivery of such supplies when needed.
7. Work with Head Custodian to ensure all material safety data sheets are maintained and available where required.
8. Ensure that all entrance and exit doors are kept in good repair and can be locked from the outside.
9. Coordinate, arrange for and supervise the completion of corrective and preventive maintenance in accordance with operating procedures, practices and financial consideration.
10. Receive, process, and prioritize work orders from buildings, ensuring the proper completion of the work required.
11. Perform any and all facility duties as assigned by the Superintendent.

## **Equipment Maintenance**

1. Ensure that all major equipment and furnishings are maintained in safe operable condition or to arrange for necessary repair or replacement.

## **Training and Safety**

1. Arrange for or provide training for personnel in the proper utilization, operation, and maintenance of District equipment and processes as required.
2. Perform all duties related to the position and other duties that may be assigned by the building Principal and/or Superintendent.

## **Responsibilities:**

1. Inspect bleachers, sidewalks, electrical functions, emergency equipment, athletic fields, etc. on a weekly basis.
2. Inspect maintenance equipment for proper condition and safety.
3. Help train personnel in on-the-job safety procedures.
4. Ensure proper disposal of hazardous materials.
5. In coordination with the Head Custodian, maintain a file of Material Safety Data Sheets on the hazardous materials handled by maintenance staff.
6. Report potential risk exposure to the Superintendent.

## **Risk Management – 25% of Job Performance**

**TERMS OF EMPLOYMENT:** The Maintenance Director position is a 12-month position. Salary and benefits for the Maintenance Director position is established by the WCATS contract.

**EVALUATION:** Performance of this job will be evaluated annually by the Superintendent in collaboration with the Building Principals.