

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

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<b>JOB TITLE:</b>	<b>Director of Maintenance</b>
<b>EXEMPT:</b>	<b>Yes</b>
<b>SALARY LEVEL:</b>	<b>Per Classified Policy – Classified Administration</b>
<b>LOCATION:</b>	<b>Plymouth Community School Corp.</b>
<b>REPORTS TO:</b>	<b>Assistant Superintendent</b>
<b>LENGTH OF WORK:</b>	<b>40 hours / week, plus extra hours needed – 12 months / year</b>

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**JOB GOALS:** Directs, supervise personnel, and coordinates activities for the maintenance of the school corporation buildings, grounds, and utility systems.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance, repair, and custodial requirements of the district.
2. Organizes and implements a program of preventive maintenance.
3. Oversees the operation and repair of all air conditioning equipment.
4. Inspects buildings and grounds on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
5. Continually inspects and supervises the operation of all heating systems in the corporation to ensure a safe and comfortable environment for the staff and students.
6. Reviews and, when appropriate, makes recommendations regarding the repair and replacement of equipment in all buildings.
7. Conducts periodic inspection of all school facilities to ensure that all fire standards are met.
8. Oversees all groundwork, which includes athletic field preparation, cutting grass and shrubs, and maintaining a neat and attractive overall appearance of all grounds.
9. When requested, supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payment.
10. Assigns work orders, inspects and assists maintenance staff in daily work schedule.
11. Recommends and submits quotes for supplies and equipment.
12. Obtains price quotes and provides cost estimates of work to be completed in the corporation by staff or outside independent contractors.
13. Assists in recruitment, screening, assignment, transfer, promotion, demotion or dismissal of operational and maintenance personnel.

14. Coordinates work schedules of maintenance personnel.
15. Coordinates vacation schedules for departmental personnel.
16. Conducts a continuing program of staff training and personnel development in boiler maintenance, A/C maintenance, and equipment maintenance using manuals provided by manufacturer of equipment, which has been installed in the corporation.
17. Works to achieve a school district which meets all of the requirements mandated by IOSHA and AHERA.
18. Develops a system to deal with emergency repair problems.
19. Works cooperatively with school principals to provide a safe and comfortable environment for school children and staff.
20. When necessary, organizes and implements an orientation program regarding proper and safe operation and maintenance of school equipment and facilities.
21. Keeps abreast of latest trends, developments and products in all areas of responsibility.
22. Assumes the duties as the Designated Person for AHERA.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises employees in the maintenance division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) plus vocational training; or one to two years experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before School Board, Superintendent, School Administrators, faculty, and the general public.

**MATHEMATICAL SKILL:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Employee must maintain a positive relationship with other staff, parents, and students.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty days and then on an annual basis.**

*Revised 12/8/00*