



Janet H. Mason, Ed.D.
Superintendent

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Vacancy Announcement & Summary of Professional Responsibilities

Director of Maintenance

OVERVIEW

The Director of Maintenance performs a wide variety of facility maintenance duties throughout the school system. Performance of these duties regularly requires the understanding and application of varied technical guidelines and requirements. Under general direction and supervision, the Director exercises discretion, judgment, and analysis in most situations. The Director supervises a number of employees in skilled, semi-skilled, and unskilled positions.

PROFESSIONAL RESPONSIBILITIES

The Director:

- Selects and recommends persons to be hired, disciplined, discharged, or promoted.
- Plans, directs, and reviews the work of maintenance employees.
- Supervises the work of contracted labor.
- Supervises and inspects the work of contracted skilled tradespersons.
- Coordinates activities of the maintenance crews.
- Ensures the storage and security of materials.
- Plans and reviews fiscal matters related to plant operations.
- Ensures that maintenance employees are provided appropriate training.
- Informs staff members of changes in technology, laws, codes, or regulations with regard to general facility maintenance.
- Inspects the condition of school buildings to identify, prioritize, and complete necessary repairs and maintenance.
- Receives, authorizes, prioritizes, and delegates work requests.
- Evaluates project sketches or blueprints and cost estimates to inform implementation decisions.
- Plans and monitors the departmental budget.
- Maintains accurate records and prepares required reports.
- Determines equipment needs and selects and purchases necessary equipment.
- Prepares, or participates in preparation of, specifications for required materials and equipment.
- Inspects the work of outside contractors for adherence to plans and specifications.
- Consults with outside authorities and agencies regarding facility maintenance and environmental issues.

MINIMUM QUALIFICATIONS

Applicants for the position must:

- Hold appropriate postsecondary education or training in a relevant field of study from a regionally-accredited college or university.
- Hold or be eligible to hold professional certification(s) appropriate to the nature and scope of professional responsibilities.

Rutherford County Schools Vision: All Rutherford County students will graduate prepared for college and career success.

- Demonstrate a successful history of relevant professional experience in the area of facility maintenance.
- Demonstrate knowledge and application of effective facility maintenance principles, practices, and dispositions.
- Demonstrate knowledge of applicable laws, regulations, policies, and technical procedures.
- Demonstrate hands-on competence with appropriate software applications.
- Demonstrate effective oral and written communication skills with a variety of internal and external stakeholders.

Previous successful experience in planning, coordinating and directing the work of other employees is preferred, but not required.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

The Director demonstrates:

- Thorough knowledge of the proper handling of hazardous materials.
- Thorough knowledge of appropriate maintenance and repair practices and specifications in all phases of building maintenance.
- Considerable knowledge of materials, methods, and equipment used in maintenance of school plants and buildings.
- Considerable knowledge of environmental regulations.
- Sound knowledge of electrical, plumbing, and other related codes as required by law and relevant school system facilities.
- Skill in analyzing problems and arriving at a reasonable and economical solution.
- Skill in estimating the cost and amount of materials needed for repair and maintenance of building structures and mechanical equipment.
- Skill in budgets preparation and management.
- Ability to plan and direct the work of subordinate employees.
- Ability to establish and maintain effective working relationships with employees and other individuals.
- Ability to establish a training program for employees at all levels in the department.

EMPLOYMENT TERMS AND APPLICATION INSTRUCTIONS

This full-time position is subject to an employment contract and observes a 12-month employment calendar. The position is exempt from the overtime provisions of the *Fair Labor Standards Act*. Compensation for the position is made in accordance with the State salary schedule, plus an applicable local supplement. The position qualifies for standard full-time employment benefits.

Interested candidates should submit a completed application for employment online at www.rcsnc.org. A cover letter and current resume must accompany the online employment application. Questions about the position should be directed to Mr. Brad Teague, Chief Operating Officer, at bteague@rcsnc.org.