



Little Rock School District

JOB DESCRIPTION

Position Title: Director of Maintenance & Operations

Prepared Date: 01/20/2022

JOB GOAL:

The Director of Maintenance & Operations is responsible for overall coordination of comprehensive maintenance and repair programs for all physical facilities of the Little Rock School District. Other essential duties and responsibilities are listed below. Additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contract, Pay 802 Grade 25, plus benefits package. NOTE: Precise placement within the salary range will be determined based upon education and experience.

FLSA: Exempt

QUALIFICATIONS:

1. Minimum Academic Requirement – Bachelor’s degree in Construction Management, Engineering, Business Management or related management and/or industry fields or hold an active Electrician, Plumber, HVAC, Mechanical, or Contractor’s license.
2. Minimum Experience Level Requirement – 10 years in maintenance operations with five (5) of the years in a supervisory capacity.
3. Demonstrated knowledge of financial programming, planning, management, and maintenance/repair of school facilities.
4. Evidence of ability to deal effectively with the public and respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
5. Ability analyze and interpret school related building codes & regulations, financial reports, and legal documents. Ability to effectively present information to top management, public groups, and board of directors.
6. Computer Skills – Working knowledge of MS Office tools (Word, Excel, PowerPoint, Outlook), as well as standard financial management and work order/maintenance related software.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Lead, organize, manage, and supervise all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of education policies and procedures.



Little Rock School District

JOB DESCRIPTION

2. Develop and implement a multi-year comprehensive maintenance plan that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district.
3. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work orders status reports to department heads, principals, and site administrators of the district.
4. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
5. Serve as liaison for the school district on the Long Range Facilities Plan, to the Arkansas Department of Education, and to other state and federal agencies.
6. Recommend policies and regulations dealing with facilities.
7. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
8. Develop and supervisor work and vacation schedules for all custodial and maintenance personnel, including substitutes.
9. Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality control, Right To Know programs, and prevention of accidents and injuries.
10. Work cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds. Maintain current drawings and engineering records describing district facilities, equipment, and grounds.
11. Approve the specifications and recommend contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
12. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
13. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and state regulations.
14. Perform any duties and responsibilities that are within the scope of employment, as assigned by Supervisor and/or Superintendent of Schools, and not otherwise prohibited by law or regulation.



Little Rock School District

JOB DESCRIPTION

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.