



ASSISTANT DIRECTOR, MAINTENANCE SERVICES
(Administration)

RESPONSIBILITIES

Under the leadership of the Director of Maintenance Services, this position is responsible for overseeing the administrative duties and responsibilities for Maintenance Services.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Oversee the Building Manager program.
- Manage emergency response for inclement weather/Storm damage assessment.
- Supervise storeroom parts and inventory.
- Oversee Maintenance Services contracts and agreements.
- Supervise the acquisition of necessary permits.
- Manage the Maintenance Services professional development programs and record keeping process.
- Maintenance Services departmental representative for career and job recruitment.
- Oversee the Undefeated Youth Work Experience Program for Maintenance Services.
- Supervise Records Management for Maintenance Services.
- Oversee the Maintenance Services work request program (School Dude).
- Create expense reports for projects that includes making cost comparisons.
- Provide updates/revisions to the Maintenance Services operating procedures (SOP) based on policies and regulations.
- Oversee uniform acquisition and replacement processes and procedures.
- Serve as the Virginia School Plant Management Association (VSPMA) departmental representative.
- Exercise sign-off authority in the Human Resources Information System (WISE) as needed.
- Review and coordinate all work requests and assignments.
- Supervise and evaluate assigned staff.
- Serve as acting director in the absence of the Director.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Must have considerable knowledge of the basic principles and methods of trades as applied to the maintenance and repair of large buildings and related facilities; general knowledge of basic architectural and engineering principles and concepts. Must have a thorough knowledge of the principles, practices equipment, tools, and materials used in maintenance work; thorough knowledge of the hazard and necessary safety precautions involved in maintenance work. Must be able to prepare specifications and cost estimates.. Must have the ability to generate a positive work environment, supervise the work of others, work in a fast-paced environment while building consensus, and work collaboratively with a team. Must have the ability to initiate projects through completion and make decisions independently. Must have strong leadership, organizational, problem solving, public speaking, communication, and program development skills.



EDUCATION AND EXPERIENCE

Required:

Bachelor's Degree.

Five (5) years' experience in a previous administrative position including supervision of personnel and maintenance activities.

Preferred:

Master's Degree

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, stooping, grasping, fingering, repetitive motion, reaching, and driving. Occasional crouching and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds occasionally and over 50 pounds rarely with assistance. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 7/20
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