



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## DIRECTOR, MAINTENANCE SERVICES

### GENERAL RESPONSIBILITIES

The position is responsible for all actions and activities related to maintaining all the facilities within the school division. The position is also responsible for ensuring compliance with all School Board policies and regulations, local, state, and federal regulations and guidelines.

### ESSENTIAL FUNCTIONS

(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 maintenance and functioning of building systems including mechanical, electrical, plumbing, fire/life safety, elevators, and controls/emergency management systems.
- Oversee the development, implementation, and maintenance of standard operating procedures for facilities systems, emergency response, workplace services and general department policies.
- Oversee a comprehensive energy management program.
- Oversee the environmental program.
- Provide direction and guidance for all maintenance activities.
- Collaborate with internal and external personnel for the purpose of implementing and/or maintaining facilities.
- Develop and maintain a comprehensive preventative maintenance program. • Recommend priorities for planned maintenance projects.
- Coordinate response and actions for emergency situations.
- Develop the budget, approve expenditures, and ensure that expenses are within budget limits.
- Meet and collaborate on a regular basis with the administrative team to address issues and develop office policies.
- Oversee effective communication and change management of office policies at all levels.
- Perform personnel functions including interviewing, evaluating, supervising, directing action and activities, and leading the organization.
- Ensure that appropriate professional development activities are provided for personnel.
- Perform related work as required.

### KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the basic principles and methods of mechanical and maintenance trades as applied to the repair of large buildings; general knowledge of basic architectural and engineering principles and concepts; thorough knowledge of the principles, practices, equipment, tools, and materials used in maintenance work; thorough knowledge of the hazard and safety precautions involved in maintenance work; ability to work independently; ability to respond to emergency situations at any time and to work unusual hours as required; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates; computer knowledge and skills.

### EDUCATION AND EXPERIENCE

#### Required:

Master's degree with emphasis in general school administration, facilities planning/management or a related field.

Extensive experience in building maintenance including considerable supervisory experience in plant operation functions.

#### Preferred:

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, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, and driving. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors,



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extreme vibrations, hazards such as moving vehicles, electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. 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: 5/10, 7/20
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