

## **Paris Cooperative High School JOB DESCRIPTION**

**Position Title:** Director of Maintenance

**Department:** Maintenance

**Reports to:** Superintendent

**FLSA Class:** Non-Exempt

**Effective Date:** 9/01/2023

### **SUMMARY**

This position provides managerial oversight of the district's buildings and grounds. In addition, this position ensures that routine maintenance and repairs on, and within all buildings of the district are performed accurately and efficiently to keep them in optimal working condition.

### **DUTIES**

1. Examines all buildings, grounds, and equipment on a regular basis for a comprehensive overall planning and scheduling of needed repairs and maintenance.
2. Assigns, supervises, and assists workers so that custodial and maintenance work and repairs are completed in a timely fashion.
3. Maintains landscaping and maintenance of school grounds including regular watering and mowing.
4. Checks grounds for trash and damage including checking softball, baseball, and tennis concession areas and cleaning bathrooms as needed.
5. Checks emails and maintenance requests periodically throughout the day.
6. Checks HVAC building automation periodically throughout the day and adjusts as needed.
7. Maintains geothermal system including setting day and night timers, thermostat settings as directed, and filter changes.
8. Monitors school calendar and sets HVAC systems accordingly for after school activities.
9. Monitors and makes changes to HVAC systems after hours through computer.
10. Unloads deliveries and distributes as needed.
11. Places and removes parking signs outside in the morning before school and pickup after school.
12. Informs administration of all building needs and repairs on a regular basis.
13. Hauls copy paper to printer areas.
14. Checks and fills water softener salt.
15. Checks sawdust barrel from woodshop and empty as necessary.
16. Inspects and maintains all fire alarm systems and fire extinguishers in all locations for pressure and signs the inspection tag when completed as required by law and Board Policy.
17. Performs and document emergency lighting and exit light inspection and repair as needed.
18. Drains condensate water from air compressors located in maintenance and wood shop.
19. Checks emergency generator including fluids and belts to ensure running properly.
20. Cleans gym floor with floor scrubber.
21. Checks sawdust barrel in woodshop.
22. Checks sump pump in theater.
23. Assists contractor with kitchen exhaust hood inspections.

24. Changes all air filters (280) in HVAC units.
25. Greases bearings and motors in all HVAC units.
26. Greases motors for geothermal system pumps in mechanical room.
27. Greases bearings on greenhouse exhaust fans.
28. Greases bearings and motors on gym bleachers.
29. Cleans ice machine in training room.
30. Cleans coil on condensing unit for A/C unit in server room.
31. Cleans condensers on cooling units on kitchen serving line.
32. Sets up and tears down all staging and decorations as well as clean up areas for all end of year activities including but not limited to May Fete, Grand March, National Honor Society, Prom, and Graduation (April/May).
33. Changes combinations on all athletic and PE lockers yearly when school is out (May/June).
34. Establishes and supervises a summer cleaning and maintenance program and schedule.
35. Inspects and performs all repairs such as drywall, painting, etc. when school is not in session (summer).
36. Paints all traffic lines before school starts including everything on concrete surface, front and back parking lots (summer).
37. Fills all rooftop HVAC units condensate drains with water right before cooling season starts to help prevent flooding (June).
38. Assists contractor with inspection of all fire systems including sprinkler system (June).
39. Assists contractor with inspection of all bleachers (gym, football field, baseball, and softball diamonds) (July).
40. Winterizes irrigation system at football and baseball fields (before freezing in fall).
41. Schedules elevator inspection (chairlifts) in October and assists contractor with inspections (October/November) to receive sticker by January due date.
42. Schedules outside contractor for gym floor refinishing to be done in summer (check with Athletic Director for summer schedule in January).
43. Assists contractor with inspection of all water backflow preventers in the following areas: mechanical room, baseball diamond, and football field (February).
44. Paints theater stage.
45. Schedules theater rigging inspection in even numbered years and perform inspection in-house on odd numbered years.
46. Removes snow from all parking lots, sidewalks, and roads and apply ice melt at needed.
47. Prepares a schedule for spraying, fertilizing, and pruning trees, shrubs, plants, and grounds.
48. Mows, trims, and sprays grounds as needed.
49. Pulls weeds and maintains all flower beds and outside planters.
50. Paints lines on main football field and practice field weekly during band/football season.
51. Tears down and puts away tables and chairs from tailgate during football season.
52. Assists with removal of tiger blow-up head after start of football game.
53. Assembles and disassembles tennis nets as required.
54. Removes water fountains from baseball concession before freezing weather and reinstalls after threat of frost is gone in spring.
55. Sets up and take down discus net before and after track and field season.

56. Sets up and take down risers and shell in theater for various concerts throughout the year.
57. Makes recommendations for priorities for repair projects and improvements and ensures that high standards of workmanship, cleanliness, safety, and security are maintained.
58. Monitors and services all maintenance equipment as needed including truck, lawn mower, etc.
59. Orders materials, parts, supplies, and equipment as needed following established procedures with use of purchase order (P.O.) and consistent with the maintenance budget, appropriations, and district priorities as well as help maintain appropriate inventory.
60. Establishes cost of repair projects in terms of labor, material, overhead, and conducts a comprehensive and detailed cost analysis program of expenditures.
61. Establishes procedures for staff and custodians to follow in reporting needed repairs.
62. Maintains facility keys in locked cabinets and distributes with administrative direction keeping list of staff with corresponding keys.
63. Advises on the selection, hiring, and makes employment recommendations of maintenance staff and contractors to perform maintenance or repair services.
64. Ensures compliance with applicable state and federal laws.
65. Serves as the district's integrated pest management coordinator.
66. Maintains the same high level of ethical behavior and confidentiality of information about students and personnel as is expected of all staff.
67. Performs any other duties as assigned within the scope of the job assignment or as assigned by administration.

## **QUALIFICATIONS**

1. High School Diploma or equivalent required.
2. Must possess a valid driver's license.
3. 2-5 Years experience in building maintenance and repair, carpentry, electrical, and plumbing.
4. Ability to understand and follow basic oral and written instructions.
5. Certificate of good health signed by licensed physician.
6. Ability to be on your feet for long periods of time.
7. Basic understanding and experience with personal computers and programs.
8. Must be able to lift up to 50 lbs.
9. Must be able to carry up to 35 lbs.
10. Requires employee to have the ability to push/pull up to 26 lbs.
11. Enforce school regulations and policies in a professional manner.
12. Ability to maintain good working relationships with fellow employees and pupils.
13. Ability to communicate with students, parents and staff in a respectful/courteous manner.

## **SCHEDULING**

The normal working hours will vary by demands of the job, Monday through Friday. The schedule is subject to change with district demands. Overtime is required when requested.