

**JOB DESCRIPTION**

**Position:** Facilities and Maintenance Director  
**Status:** Classified  
**Reports to:** Superintendent of Schools  
**Salary:** Exempt Classified Salary Schedule

**Summary:** The primary function of the Facilities and Maintenance Director is to plan, organize, direct, and participate in the maintenance and operations of school district facilities and grounds. This position is also responsible for short- and long-range facilities planning to include major maintenance needs, capital construction, budgeting and forecasting.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Minimum of five years in building maintenance crafts and operations
- Alaska driver's license of ability to obtain one.

**Desired Qualifications:**

- Successful supervisory or management experience

**Knowledge of:**

- Basic Principles and practices of building maintenance crafts & operations such as:
  - Electrical Systems
  - Building Automation Systems
  - Hydronic Heating Systems
  - Oil-fired Boilers
  - HVAC Systems
  - Fire Sprinkler Systems
- Organizational leadership abilities in complex organizations
- Budget preparation and financial forecasting

**Ability to:**

- Supervise and evaluate personnel.
- Make collaborative decisions.
- Communicate and maintain interpersonal relationships.
- Operate a personal computer and related software.

**Performance Responsibilities:**

Responsibility to the District imposes the following obligations:

- Maintain consistent and regular attendance.
- Be reliable and flexible.
- Maintain a high level of confidentiality as required by law in all matters relating to personnel, student records, technology access and with regards to district office conversation
- Use discretion in commenting on school matters, including performance of school personnel.
- Acknowledge that criticism of school personnel and/or school practices is an ineffective and unsatisfactory method of improving public education.
- Understand regulations and procedures of the school are to be always followed.
- Immediately report concerns or criticism to supervisor.

Responsibility to self requires each employee to:

- Maintain positive attitude about his/her position.
- Be responsible for his/her own actions.
- Serve as role model for students in speech, conduct, and appearance.
- Be congenial with students, staff, parents, and public.
- Be fair and equitable in treatment of all students and staff.

**Essential Duties and Responsibilities:** include the following. This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organize resources to meet the needs of the physical building and grounds.
- Supervise maintenance and custodial staff, including evaluating performance of staff.
- Recommend and hire maintenance and custodial personnel.
- Work with administrators to determine facility needs.
- Review and screen work requests, estimate time and materials and establish priorities for performing the work.
- Supervise, schedule and coordinate routine and preventative maintenance.
- Train or provide training of maintenance and custodial personnel in all aspects of maintenance and operations.
- Track and monitor maintenance work orders.
- Ensure adherence to safe work practices and procedures.
- Develop and maintain a physical plant energy management program.
- Work with the District ADA Coordinator to facilitate ADA facility compliance.
- Work with regulatory agencies to ensure facilities and grounds meet required standards
- Prepare building condition surveys
- Develop, recommend and maintain a six-year capital improvement plan
- Coordinate with the City and Borough of Wrangell Capital Improvement Program (CIP) projects
- Develops and administers maintenance budget
- Oversees maintenance records on operational costs including fuel, electricity, equipment, labor, routine work, preventative maintenance, and maintenance supplies
- Provide for all District vehicle maintenance and manage vehicle maintenance record programs
- Furnishes various reports to District, federal and state agencies as required
- Works with the Superintendent for long range planning
- Prepares specifications for minor projects and equipment purchases
- Tracks and maintain a log of keys to ensure building security
- Serves as coordinator of AHERA
- Work evenings and weekends as needed
- Take safety precautions and reports any unsafe conditions; promptly submits accurate accident reports.
- Other duties as assigned

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is regularly required to stand and walk. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 70 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses a personal vehicle. The noise level in the work environment is usually moderate.

This job class is a 12-month position where the employee's assigned work year is all year round without a seasonal break in service. This position is not represented by a bargaining unit.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

I have read and understand the above job description.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

**It is Wrangell Public School District's policy to not discriminate based on race, color, national origin, sex or disability.**