EMPLOYEE NAME: __________________________

Revised: 7/85; 3/86; 4/88; 3/90; 9/91; 8/92; 11/92; 5/93; 11/94; 2/97; 4/05; 2/06; 6/08; 10/12, 3/17; 6/18

Cobb County School District

JOB DESCRIPTION

POSITION TITLE: Executive Director, Maintenance Services

DIVISION: Operational Support

DEPARTMENT: Maintenance Services

REPORTS TO: Deputy Superintendent, Operations

FLSA: Exempt

JOB CODE: 455A

SALARY SCHEDULE: Professional/Supervisory Support

WORK DAYS: 238

PAY GRADE: Rank A1 (NKX1)

PAY FREQUENCY: Monthly

PRIMARY FUNCTION: Directs the operation of physical plants of the School System; establishes procedures for maintaining all property of the Cobb County Board of Education in a condition that is clean, attractive and conducive to the implementation of the instructional program.

REQUIREMENTS:

1. Educational Level: Bachelor Degree preferred
2. Certification/License Required: Valid Georgia driver’s license
3. Experience: 5 years of high level management experience in building maintenance
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; MS Office, Financial Services and Maintenance Services web-based software applications

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Provides leadership for general maintenance for all school plants and grounds.
3. Manages Maintenance Services and District utility budget.
4. Manages an automated work order system.
5. Manages Health & Life Safety (HLS) service contracts.
6. Develops and submits plans for continuous building maintenance.
7. Maintains rapport with administrative personnel to ensure adequate maintenance programs.
8. Manages specialized Indoor Environmental Quality (IEQ) team.
9. Coordinates arrival of maintenance workers and materials at job sites.
10. Supervises personnel assigned to the department.
11. Recommends qualifications and standards for employment of personnel assigned to the department.
12. Develops safety program consistent with National Safety Council recommendations; requires practices ensuring maximum safety.
13. Recommends types of equipment and supplies for purchase.
15. Makes recommendations regarding employee transfer and dismissal of personnel.
16. Recommends qualifications and standards for employment of personnel assigned to the department.
17. Recommends types of equipment and supplies for purchase.
18. Coordinates arrival of maintenance workers and materials at job sites.
19. Maintains rapport with administrative personnel to ensure adequate maintenance programs.
20. Performs other duties as assigned by appropriate administrator.

Signature of Employee ____________________________ Date ____________

Signature of Supervisor ____________________________ Date ____________