

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

03/14	MANAGER, MAINTENANCE SERVICES	3.7.4
Effective Date	Job Title	Index

1. Primary Function: Plans and supervises the maintenance services of the District to ensure that all facilities, equipment, and mechanical systems are properly functioning and operated.
2. Responsibilities:
 - 2.01 Plans, directs, and supervises the activities of the District's maintenance department including plant operations, equipment, buildings and grounds maintenance, preventative maintenance and minor facility alterations.
 - 2.02 In collaboration with the manager of custodial services, develops and conducts District-wide maintenance training programs including the identification and facilitation of building operational issues in coordination with the custodial department.
 - 2.02 Communicates with principals and building managers regarding maintenance and operation of facilities.
 - 2.03 Researches, develops, and implements a maintenance plan that meets short and long-term needs of the District.
 - 2.04 Prepares and recommends operating and capital budgets for areas of responsibility; controls expenditures within approved budgets.
 - 2.05 Maintains awareness of federal, state and local rules and regulations regarding facility operations and maintenance, and establishes operating practices and procedures to insure compliance.
 - 2.06 Prepares plans and specifications for building and grounds maintenance projects, utility conservation projects and provides cost estimates for same.
 - 2.07 Develops and recommends contracts for work performed by outside contractors including supervision of work in progress, inspection of completed work and approval of disbursements.
 - 2.08 Coordinates maintenance and alteration projects with school administrators, building managers, Custodial and Property Services.
 - 2.09 Selects, trains, evaluates, and directs the work of maintenance department personnel.
 - 2.10 Develops plans and implements programs to insure the District's compliance with health, safety, and environmental regulations. Interprets regulations for principals and building managers as needed.
 - 2.11 Performs other duties as assigned.
3. Major Planning Requirements:
 - 3.01 Directs and supervises long and short range maintenance planning for all District buildings, grounds and maintenance projects.
 - 3.02 Develops and maintains a master list of deferred major maintenance projects to aid in development of funding proposals, i.e. bond proposals, serial levies, etc.

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3.03 Develops plans, specifications, and timelines for maintenance projects.

4. Key Relationships:

4.01 Manager, Maintenance and Construction Services: Reports to this position.

4.02 Maintenance employees: Supervises maintenance lead workers, regular full-time maintenance crafts people, limited term and hourly maintenance employees, and a secretary.

4.03 Custodial Services: Works closely with this office to insure clear communication and close coordination of maintenance and utility operations affecting custodial operations.

4.04 Construction Services: Coordinates with this office on facility construction, remodel and restoration by reviewing plans and making recommendations, providing support for construction managers, and assisting with the commissioning of completed projects.

4.05 Risk Management: Works with this office to assure employee safety, District compliance with federal and state health and safety regulations including health services, Fire Marshall, Department of Environmental Quality, Environmental Protection Agency, building code agencies, etc.

4.06 School and District Administrators and Departmental Supervisors: Provides buildings, grounds services and advises on matters related to facilities operation and maintenance; clarifies and interprets related District policies.

4.07 Contractors and vendors: Confers on maintenance and utility projects, organizes, and schedules their services. Inspects completed work and approves payment.

5. Minimum Qualifications: Any combination of education, experience, and training that would provide the required knowledge and abilities. A representative way to obtain the required knowledge and abilities would be:

5.01 Bachelor's degree in business administration, engineering, architecture or related fields.

5.02 Five years of experience in planning, organizing, and controlling a major area of responsibility that includes supervision of people in one or more craft trade areas.

6. Term of Employment: 12 months.

7. Salary Level: Grade 6.

8. Working Conditions:

The position generally works in an office environment and occasionally performs maintenance tasks requiring physical labor. Responds to emergencies 24 hours a day as necessary.

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Effective Date	Job Title	Index

9. Physical Requirements: Frequent reaching, handling, fingering, walking, standing, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Medium – must be able to lift up to 50 lbs. constantly or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: Manager, Maintenance Services

I am willing and able to perform the duties of this job:

Signature: _____

Date: _____

Print Name: _____