

MS Schools for the Deaf and the Blind

Title: Maintenance Director
Department: Physical Plant Maintenance
Reports to: Director of Finance and Operations

Major Functions:

The incumbent of this position is responsible for directing the activities of the Physical Plant Department. This includes planning, organizing, staffing, supervising, coordinating, and evaluating all aspects related to physical asset and facility maintenance, as well as construction, and renovation. This individual will also be responsible for energy and utility management; and campus beautification and landscaping. The Maintenance Director drives efforts to ensure a sustainable, safe, inclusive, and welcoming physical environment in support of the mission of the Mississippi Schools for the Deaf and the Blind (MSDB).

Duties and Responsibilities:

Supervise

- Supervise district maintenance and grounds personnel; Evaluate employee performance; Provide training opportunities
- Oversee FMX (Facilities Maintenance System); Assign work; Organize and schedule employee tasks
- Oversee the operations of the department; Efficiently utilize the departments resources; Ensure compliance with all policies, procedures, controls, and reporting regulations
- Supervise skilled workers performing major repairs and construction
- Assure department operates in compliance with laws, codes, and regulations; take necessary health and safety precautions
- Ensure preparation and submission of all payroll information; maintains pertinent records; assists in conflict resolution

Inspect/Repair

- Perform routine inspections and maintenance of systems to ensure they are functioning properly and performing optimally (including mechanical, electrical, HVAC, plumbing, back-up generators, etc.)
- Develop and enforce staff and contractor inspection and maintenance schedules to ensure maximum life of capital equipment
- Maintain accurate database and inventory records detailing capital equipment, facilities deficiencies, and deferred maintenance
- Provide technical expertise, information, and assistance
- Inspect buildings, equipment, and grounds for fires, safety, and health hazards; recommend proper elimination of hazards

Plan

- Assist in the development of plans, specifications, bid documents, and related materials for work to be completed
- Evaluate bids and cost estimates submitted by contractors; Recommend contract awards for major and minor maintenance, grounds, and capital projects; recommend/determine equipment and materials purchases
- Follow all purchasing policies and procedures as prescribed by the State of Mississippi, MSDB, and federal law.
- Work with the Director of Finance and Operations to establish, recommend, and implement policies and procedures relevant to the departments human and fiscal resources
- Serve as a member of the CERT team; Support the districts risk management and safety efforts
- Participate in the planning and management of the capital renewal and replacement budgets for facility maintenance and improvements

Coordinate

- Advise and consult with architects, engineers, construction firms, and The Bureau of Buildings during the design, renovation, and construction phases of campus development projects
- Advise and consult with architects, engineers, construction firms, and The Bureau of Buildings on HVAC, mechanical, and electrical requirements
- Coordinate with volunteer organizations who wish to donate materials, building/grounds renovations, or labor to the district
- Work closely with academic, information technology, athletic, residential life, and business personnel to minimize the disruption of campus activities during the maintenance and construction projects

Energy Management

- Administer tasks, programs, reporting, and initiatives related to environmental sustainability of MSDB facilities and grounds
- Consult engineers on HVAC, mechanical, and electrical requirements of new and renovated buildings
- Work with outside vendors to ensure necessary routine inspections, tests, and maintenance are performed on elevators, fire extinguishers, fire alarms, and numerous other district assets and systems
- Inspect building energy and utility systems; support efforts to reduce energy and water consumption; evaluate and recommend cost saving measures

MS Schools for the Deaf and the Blind

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. Employees may perform other tasks and assume such other responsibilities as may be assigned by the supervisor, administrative staff or superintendent.

Minimum Requirements:

Associate degree AND five (5) years of experience with demonstrated supervisory experience; OR Trade School Certificate in HVAC, Carpentry, Electrical Technology, or a related field AND five (5) years of experience with demonstrated supervisory experience; OR an equivalent combination of related education and experience in the operation, repair, and maintenance of facilities equipment with a thorough understanding of electrical, mechanical, and hydraulic systems; emergency generation; and life safety systems with demonstrated supervisory experience.

Computer literacy in Windows and/or Apple based software; Efficient organizational and time management skills; Good oral and written communication skills; Ability to solve problems and handle unpredictable work environment; Must have excellent written and oral communication skills

Must have working knowledge of building and safety codes (Americans with Disabilities Act, Mississippi State Fire Code, Occupational Safety Code, MS Uniform Construction Code); Knowledge of a variety of trade areas (landscaping, HVAC, electrical, plumbing, carpentry, painting, carpentry, mechanical repair, etc.)

Additional information

Employees shall maintain confidentiality and privacy of all school records. Employees shall be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties, working assigned days and using sick and personal leave appropriately.

HR use only	
Job code	
Month	Days
	12/240
Pay Grade	MSDB Scale
Approved	
E/NE status	Exempt
	Classified

MS Schools for the Deaf and the Blind

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				x	
2. Lift objects weighing 21 to 50 pounds				x	
3. Lift objects weighing 51 to 100 pounds				x	
4. Lift objects weighing more than 100 pounds				x	
5. Carry objects weighing up to 20 pounds				x	
6. Carry objects weighing 21 to 50 pounds				x	
7. Carry objects weighing 51 to 100 pounds				x	
8. Carry objects weighing 100 pounds or more				x	
9. Standing up to one hour at a time				x	
10. Standing up to two hours at a time				x	
11. Standing for more than two hours at a time				x	
12. Stooping and bending				x	
13. Ability to reach and grasp objects				x	
14. Manual dexterity or fine motor skills				x	
15. Color vision, the ability to identify and distinguish colors				x	
16. Ability to communicate orally				x	
17. Ability to hear				x	
18. Pushing or pulling carts or other such objects				x	
19. Proofreading and checking documents for accuracy				x	
20. Using a keyboard to enter and transform words or data				x	
21. Using a variety of technology devices				x	
22. Working in a normal office environment with few physical discomforts				x	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				x	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions				x	
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				x	
26. Operating automobile, vehicle, or van				x	
27. Other physical, mental or visual ability required by the job				x	
28. Attendance & Punctuality				x	