Head of Maintenance

Qualifications:

- Applicants may be asked to take a test to provide assurances that they can perform necessary tasks.
- Valid drivers license with clean record
- Good health with no restrictions that would limit job performance
- Physically capable of lifting and carrying a minimum of 100 lbs.
- No issues with heights, working off ladders, and lifts
- Previous maintenance related employment/experience
- Knowledge in plumbing, electrical, HVAC, carpentry, and mechanical equipment
- Ability to plan, organize, and delegate assignments
- Must be able to work alone, be self motivated, and a team leader
- Good verbal and math skills
- Must be a problem solver
- Ability to work under pressure and adapt to change

Responsibility:

- Maintaining all buildings, grounds, and equipment
- Keeps maintenance and custodial supply inventory and makes sure stock is always filled
- Completes all necessary paperwork and forms
- Keeps truck/work areas clean and organized
- Plows snow as needed
- On 24/7 call for emergencies, repairs, snow removal, and as needed
- Oversees all maintenance employees as directed by Director of Buildings/Grounds
- Troubleshoots with administrators/staff on maintenance issues/concerns
- Answers directly to the Director of Buildings/Grounds
- Confers with the Director of Buildings/Grounds regularly
- Vacations will be scheduled as to not coincide with the Director of Buildings/Grounds
- Completes all other duties as assigned by the Director of Buildings/Grounds and/or school Superintendent

Time Requirements:

- Works 260 days, 12 paid holidays, minimum of 8 hours daily

Evaluation:

- Yearly by the Director of Buildings and Grounds

Revised 8/2023