

Washington West Supervisory Union Job Description

JOB TITLE: Director of Maintenance

FLSA STATUS: Non-Exempt

UPDATED: FY 2014

POSITION OBJECTIVES: To effectively plan, organize, manage, supervise, and implement safe, aesthetically pleasing, and functional grounds and facilities for the public to enjoy in support of the development, maintenance, and stewardship of a comprehensive system of leisure and recreational services. Position is primarily responsible for the oversight and accountability for the maintenance of all grounds and facilities under the purview of HUHS.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Grounds/Facility Management

- Manage, oversee, and supervise the daily operation of the grounds and facilities under the purview of HUHS including, but not limited to: cleaning, maintenance, project implementation, long-term planning, seasonal staff, and volunteers
- Coordinate all electrical or plumbing system work for the District.
- Perform a full range of electrical repair and installation tasks:
 - Troubleshoot and repair electrical failures and breakage.
 - Repair or replace electrical fixtures and equipment.
 - Remove old electrical work, and design and install new electrical systems and equipment in newly constructed/renovated portions of existing buildings, or to meet increased electrical demands in offices or labs.
 - Inspect, and repair or replace as necessary life safety equipment, including fire extinguishers, smoke detectors, fire alarm systems, etc.
 - Keep up to date on changes in electrical codes.
- Perform a full range of plumbing and heating system installation and repair tasks:
 - Troubleshoot and repair plumbing and heating system leaks, failures and breakage.
 - Install, maintain, repair, and replace water lines, drains and plumbing fixtures, including toilets, sinks, faucets, tubs, and showers.
 - Install new water lines and drains in newly constructed/renovated portions of existing buildings.
 - Perform or assist with plumbing work on gas and steam lines associated with heating systems; service and clean boilers and furnaces.
- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, time needed to complete work, and the like. Coordinate and oversee work done by outside contractors.
- Maintain tools and equipment used in electrical or plumbing work.
- Maintain an appropriate inventory of supplies and materials.
- Train and supervise the work of other technicians assigned to electrical or plumbing tasks or projects. Ensure compliance with applicable codes and standards.
- Assist as needed with other mechanical systems and general maintenance work.
- Establish work plans
- Initiate purchases, bid opportunities, and contracts for maintenance projects

- Oversee all hired and volunteer maintenance work on the grounds/facilities
- With other recreation staff, help to develop short and long-term goals, capital plan improvements, and annual work goals
- Recommend enhancement or renovation projects as required to maintain state of the art, environmentally conscious, safe, and functional grounds and facilities
- Prepare grounds and facilities for scheduled use, including set-up, clean-up, and coordination of needs with users
- Perform a variety of planning and project management tasks related to assigned projects, including design of methods, determining and preparing estimates of cost and amount of materials needed, and time needed to complete work
- Coordinate and oversee maintenance work done by outside contractors
- Plan, schedule, supervise, and assist with year-round and seasonal grounds functions, including;
 - Summer grounds maintenance: lawn mowing and fertilizing; tree/shrubbery pruning; planting grass, trees, shrubs, flowers, etc.
 - Winter grounds maintenance: snow and ice removal, salting and sanding, monitor snow depth on low pitched roof on Recreation Center Building and remove as necessary, monitor pool cover, draining excess water from covers, manage outdoor ice rink
 - Athletic field preparation and maintenance
 - Playground equipment maintenance and repair
 - Courts maintenance, cleaning, and repair – basketball, tennis, parking lot, etc.
 - Basic construction tasks: ditch digging, pouring cement, laying tar and asphalt, fence installation, stonewall repair, etc.
 - Other seasonal tasks such as raking leaves, sweeping and removing sand, erosion control
 - Trash pickup and removal
 - Furniture moving
 - Indoor winter work, such as ceiling tile/window replacement, hardware repair, replacing light bulbs, refurbishing park amenities (benches, goals, swing sets, etc.)
 - Special work orders (deliveries, pick-ups, set-up/tear-down of special events)
- Performs a wide range of semi-skilled and skilled carpentry and related trades work associated with the repair and construction of facilities, including major repairs, remodeling, and new construction projects involving:
 - Rough and finish interior and exterior carpentry work
 - Concrete and masonry work; roof work, and plaster and drywall work
 - Interior and exterior painting and staining, including surface preparation
 - Basic plumbing and electrical maintenance, trouble shooting and repairs; and assistance to licensed plumbers and electricians on more skilled plumbing, heating system, and electrical installation, upgrading, and repair projects
 - Basic mechanical maintenance, troubleshooting and repairs; and assistance to district mechanic in the maintenance, repair, and modification of a variety of recreation vehicles, engines, and equipment
- Complete oversight of the maintenance of Maple Street Pool – including opening, closing, day to day maintenance, cleaning, and testing
- Ensure public safety by regularly inspecting and maintaining park equipment for vandalism and repairs, and repair as needed
- Maintain tools and equipment
- Maintain an appropriate inventory of supplies and materials
- Ensure the regular cleaning of the recreation building, year-round, to include, emptying trashes, vacuuming, mopping, bathrooms, restocking supplies, etc.
- Ensure proper cleaning of the outdoor bathrooms

- Monitor park grounds and enforce park policies and rules in all parks; notify Director of incidents/damages; call Police Department as necessary
- Other related duties as assigned

Finance and Administration

- Monitor purchase requisitions related to assigned areas and budget controls
- Monitor expenses and revenues of assigned areas in accordance with the approved/modified budget
- Initiate purchases, bid opportunities, and contracts in accordance with the approved/modified Capital Plan
- Plan and prepare departmental budget related to assigned areas

Personnel Management

- Hire, train, evaluate, develop, supervise, and schedule all seasonal grounds and facilities employees

Other Professional Duties

- Confer and communicate regularly with department administration and personnel, property services personnel, district personnel, and relevant internal and external organizations and individuals to plan, coordinate, and evaluate grounds and facilities needs
- Seek out and actively participate in opportunities for professional development (i.e. attend seminars, workshops, and/or conferences to enhance maintenance related knowledge, skills, and certifications)
- Design procedures or make recommendations to the Director that will enhance or improve the effectiveness and efficiency of department within the available resources

SUPERVISION RECEIVED: Reports to, supervised, and evaluated by, and receives general administrative direction from the building principal.

SUPERVISORY RESPONSIBILITIES: Manages up to 10-seasonal grounds and facilities employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, in addition to the following:

- **Education and Experience.** High school education plus 8 to 10 years of relevant technical training/experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- **Certifications and Licenses.** Must hold a valid Vermont driver's license. Interest and ability to attend seminars, workshops, and/or conferences to enhance maintenance related knowledge, skills, and certifications.
- **Language Skills.** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and procedure manuals.
- **Mathematical Skills.** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to apply concepts of basic algebra and geometry.

- Computer Skills and Experience. Basic skills and ability to use Microsoft Word, Excel, Gmail (or similar e-mail system), and navigate the internet.
- Reasoning Ability/Mental Requirements. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to sustain high degree of care and awareness required to prevent physical injuries.
- Communication & Interpersonal Skills. Ability to communicate courteously, efficiently, and effectively with a variety of individuals, including youth, parents, coaches, and representatives of outside organizations. Ability to work cooperatively and effectively with administration and staff, and other internal and external organizations.
- Technical Skills. Good technical skills in the safe operation of tools, equipment, tractors, lawn mowers, and other heavy equipment. Working knowledge of equipment, materials, and supplies used in parks, buildings, and grounds maintenance; working knowledge of equipment and supplies used to perform minor repairs; working knowledge of first aid and applicable safety precautions.
- Work Schedule. Ability to work evenings, weekends, and holidays also required.

PHYSICAL EFFORT AND STRESS: Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; climb or balance; and talk or hear. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Handling Stress: Ability to effectively handle stressful situations and resolve conflicts.

WORKING CONDITIONS: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

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 This general outline illustrates the type of work, which characterizes the Job Classification. It is not an all-encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.