



EMPLOYEE NAME: _____

Revised: 7/85; 3/86; 4/88; 3/89; 4/90; 9/91; 8/92; 11/92;
5/93; 11/94; 2/97; 4/05; 2/06; 6/08; 10/12, 3/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Executive Director, Maintenance Services	JOB CODE: 455A
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Maintenance Services	WORK DAYS: 238
REPORTS TO: Deputy Superintendent, Operations	PAY GRADE: Rank A1 (NKX1)
FLSA: Exempt	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.	Keeps adequate records and reports on all maintenance work and materials used.
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.	Cooperates with the local school principals in evaluating custodial and maintenance personnel.
13.	Develops and implements in-service and training programs for maintenance personnel.
14.	Recommends types of equipment and supplies for purchase.
15.	Screens supply requisitions.
16.	Maintains rapport with administrative personnel to ensure adequate maintenance programs.
17.	Develops safety program consistent with National Safety Council recommendations; requires practices ensuring maximum safety.
18.	Promotes good public relations and employee morale.
19.	Makes recommendations regarding employee transfer and dismissal of personnel.
20.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____