



EMPLOYEE NAME: _____

Revised: 4/90; 8/91; 10/91; 8/92; 11/92; 5/93; 11/94;
2/97; 7/08; 10/12; 6/18 ;11/23

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Maintenance	JOB CODE: 455B
DIVISION: Operational Support	SALARY SCHEDULE: Prof/Supervisory Support Annual
DEPARTMENT: Maintenance Services	WORKDAYS: Annual Administrative Employees
REPORTS TO: Executive Director, Maintenance Services	PAY GRADE: Rank C (NK03)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Assists in providing leadership and director to the personnel performing maintenance and operational support to all CCSD facilities; ensures the schools' staffs and students are provided a safe and comfortable learning environment.	
REVISION DATE(S): 11/23	

REQUIREMENTS:

1.	Educational Level: Educational Level: Bachelor's degree or its equivalency required (4 years of similar work level experience = 1 year of college) combination of experience and education may be used to meet the degree requirement.
2.	Certification/License Required: Valid Georgia driver's license
3.	Experience: 10 or more years of progressively responsible Maintenance Services related experience; prior supervisory experience is also required.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written and oral communication;

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.	Assists the Executive Director of Maintenance Services in all departmental operations and personnel supervision.
3.	Provides overall direction to all assigned trades.
4.	Provides periodic 24 hours a day, 7 seven days a week on-call support.
5.	Recommends equipment and supplies for purchase.
6.	Assists in recommendations of qualifications and standards for employment of personnel assigned to the department.
7.	Develops and submits plans for improved departmental work management.
8.	Promotes good public relations and employee morale.
9.	Cooperates with local school principals in evaluating maintenance needs.
10.	Assists/advises on budgetary matters pertaining to Maintenance Services.
11.	Develops and distributes specialized report for department performance and productivity monitoring.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____