



**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; 7/24; 9/24

**JOB DESCRIPTION**

<b>POSITION TITLE:</b> Senior Executive Director, Maintenance Services	<b>JOB CODE:</b> 601Y
<b>DIVISION:</b> Operations	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b> Maintenance Services	<b>WORKDAYS:</b> 235
<b>REPORTS TO:</b> Chief Operations Officer	<b>PAY GRADE:</b> Based on CH66, Steps 27-29
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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.	
<b>REVISION DATE(S):</b> 9/24	

**REQUIREMENTS:**

1.	Educational Level: Bachelor's 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, direction, and supervision for the Maintenance Department's HVAC, Electrical, Plumbing, Grounds, Indoor Environmental Quality (IEQ), Construction, Maintenance Warehouse, and all other related subgroups.
3.	Manages Maintenance Services operational and utility budget.
4.	Keeps adequate records and reports on all maintenance work orders and materials used.
5.	Manages Health & Life Safety (HLS) service contracts.
6.	Works with other divisions to develop and submit plans for continuous building maintenance.
7.	Projects a positive image that supports the mission of the school district while serving as a representative to manufacturers, suppliers, and others
8.	Serves as a member of the Operations Division senior staff.
9.	Seeks out and participates in professional development programs and promotes on-going professional training for staff.
10.	Recommends qualifications and standards for employment of personnel assigned to the department.
11.	Supervises leadership of Infrastructure Services.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_