



Job Description
Prepared/Revised Date: March 2020

Job Title: **Maintenance Services Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Typical Work Year: **12 months**

Job Code: **040701**
 FLSA Status: **Exempt - E**
 Pay Range: **L 11**

SUMMARY: Under the direction of the Maintenance and Operations Director, provides overall leadership and guidance for the proactive and reactive maintenance of the district’s facilities in the areas of electrical, electronics, HVAC, plumbing, carpentry, grounds and irrigation. Collaborates with other facilities leaders to plan and manage the life cycle of the district’s facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Lead and direct the work of the maintenance department including direct supervision of lead maintenance staff and indirect supervision of all maintenance technicians. Lead personnel administration for the maintenance department including employee recruiting, hiring, training, discipline and performance management.	D	35%
2. Conduct jobsite performance inspections for quality and safety control. Review documents and completed assignments for conformance with regulatory requirements, district policies and efficient trade practices.	D	20%
3. Provide guidance for the Five Star District’s preventive maintenance programs. Ensure that the programs are being administered properly.	D	15%
4. Provide guidance to lead maintenance positions for work order prioritization and scheduling utilizing the Facility Maintenance Management system. Assure that jobs are assigned to the best-suited personnel.	D	10%
5. Prepare the budget for the Maintenance department. Maintain records and accounts on materials, tools, supplies, employee time, nature and type of work performed and accurate cost of work performed.	D	10%
6. Collaborate with other facilities leaders and stakeholders to plan and manage the life cycle of the district’s facilities.	D	5%
7. Perform other duties as assigned.	Ongoing	5%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s Degree in engineering or facilities management OR a minimum of ten (10) years of experience in one or more of the trades supervised.
- Minimum of three (3) years of supervisory experience.
- Demonstrated experience in work scheduling and manpower deployment.
- Demonstrated experience supervising preventative maintenance.
- Experience using a computerized Facility Maintenance Management System.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Valid Colorado driver’s license.
- Additionally, the following may be required or preferred:
 - Association of Facility Engineers (AFE), Building Owners and Managers Association (BOMA), Association of Physical Plant Administrators (APPA), Certified Educational Facilities Professional (CEFP) certifications or equivalent.
 - Certifications or Master License in one or more trades supervised
 - ISA Certified Arborist, ALCC Certified Landscape Technician, Playground Safety Certification and Private Applicator State Certification (Parks & Site).
 - Asbestos Abatement Supervisor certification preferred (Mechanical Systems).
- Applicable City Construction licenses preferred (Small Projects)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced knowledge of facilities maintenance and life-cycle management.
- Advanced knowledge of operations and maintenance protocols for K-12 buildings.
- Advanced knowledge of regulatory requirements for operating and maintaining K-12 buildings including safety, health and environmental compliance
- Knowledge of methods used to analyze facility maintenance needs and determine appropriate responses to those needs.
- Knowledge of supervisory practices necessary in a collective bargaining environments.
- Strong communication, language, interpersonal and supervisory skills.
- Intermediate to advanced skill with computers in PC or MAC environments.
- Knowledge of record keeping methods.
- Ability to maintain confidentiality related to personnel and other district records and information.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to analyze and solve project, maintenance and personnel problems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computers, peripherals and associated software.
- Work order system software.
- Hand and power tools associated with crafts supervised.
- Measuring instruments and precision instruments commonly used by crafts supervised.
- Heavy equipment associated with crafts supervised.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Maintenance and Operations Director	5082

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Carpenter	6	1456
	Carpenter Lead	1	5048
	Roofing Technician	2	1492
	Master Locksmith	2	1483
	Painter	1	1463
	Groundskeeper	9	1467
	Groundskeeper, Senior	4	1460
	HVAC Lead	1	1491
	HVAC Technicians	12	1453
	Electronic Technician	4	1451
	Electronic Technician, Lead	1	5044
	Electrician, Master/Journey	6	1450, 5018
	Electrician, Lead	1	5049
	Plumbers, Master /Journey	5	1452,1473
	Plumber Lead	1	5045
	Bond Preventative Maintenance Technician	2-5	5053
	Bond Preventative Maintenance Technician, Lead	1-2	5054
	Commercial Kitchen Appliance/HVAC Tech	1	090317

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Prepare annual Maintenance Division line-item budget

- Responsible for appropriate and efficient use of repair parts and tools provided by the district.
- Responsible for safe use of district vehicles.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X

Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	X
Loud	X
Very Loud	