

## **ASSISTANT DIRECTOR, SCHOOL PLANT**

### **GENERAL RESPONSIBILITIES**

Responsible for coordination of the Work Management Program, Maintenance Agreement Program, oversees the operation of the Storeroom, and coordinates maintenance activities.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Act in the absence of the Director.
- Oversee the safety program.
- Oversee inventory process.
- Assist in the development and coordination of the budget.
- Oversee special projects.
- Review work requests and coordinate work assignments.
- Monitor MP2 work request system.
- Serve as office building and grounds manager. Act as storeroom supervisor.
- Coordinate maintenance activities. Supervise classified personnel.
- Review work requests.
- Oversee the procurement of parts and associated inventory agreements.
- Coordinate and maintain standard operational procedures for school plant.
- Publish monthly newsletter.
- Oversee all maintenance agreements.
- Perform related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the basic principles and methods of mechanical, electrical, plumbing, HVAC, energy, and trades as applied to the maintenance and repair of large buildings and related facilities; general knowledge of basic architectural and engineering principles and concepts; ability to plan work independently; ability to prepare specifications and cost estimates; thorough knowledge of the principles, practices equipment, tools, and materials used in maintenance work; thorough knowledge of the hazard and necessary safety precautions involved in maintenance work; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates; computer knowledge and skills.

### **EDUCATION AND EXPERIENCE**

Master's Degree. Five years experience in a previous administrative position including supervision of personnel and maintenance activities.

A comparable amount of training and experience may be substituted for the minimum qualifications.



**PHYSICAL REQUIREMENTS**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 6/00
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