

Eufaula School District

Position Description

POSITION TITLE: Maintenance and Custodial Director

Reports to: Principal, Superintendent

SUMMARY: Plans and supervises maintenance and custodial staff and activities. Maintains compliance with established guidelines, codes and regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems, etc.) for the purpose of resolving or recommending a resolution to the situation.

Assists principals and other supervisors with building security for the purpose of ensuring the integrity and operational order of locks, doors, and windows.

Develops a preventative maintenance program for the purpose of ensuring schools are maintained in a safe condition.

Inspects all aspects of construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring jobs are completed efficiently, specifications are within regulatory requirements and inspection reports and payment requests are correct.

Performs personnel functions (e.g. interviewing, evaluating, supervising, directing, training, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.

Responds to emergency situations during and after standard hours for the purpose of resolving immediate safety concerns.

Assists in promotion of good safety practices and procedures.

Works with limited supervision using standardized practices and/or methods.

Participates in required staff development activities.

Maintains compliance with all pertinent policies, regulations, etc.

Valid Oklahoma Driver's License & Oklahoma Bus Driving certification.

Other Functions

Performs other related duties as assigned for the purpose of ensuring efficient and effective functioning of the work unit.

Job Requirements:

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard mechanical and custodial equipment; planning and managing projects; develop effective working relationships; prepare and maintain accurate records; administering personnel policies and procedures; and budgeting and cost control.

Ability is required to schedule a number of activities, meetings, and/or events; use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; and operate equipment using standardized methods. Specific ability-based competencies required to satisfactorily perform the functions of the job include; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

SUPERVISORY RESPONSIBILITIES: Supervises maintenance and custodial staff.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required

OTHER SKILLS AND ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely. Ability to perform duties with awareness of all district requirements and the Board of Education policies.

This information contained in this job description is not an exhaustive list of the duties performed for this position. Additional duties are performed by individuals currently holding this position and additional duties may be assigned.