

DIRECTOR OF SCHOOL PLANTS

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and administrative work overseeing, coordinating, and supervising the maintenance of school buildings and grounds; does related work as required. Supervision is exercised over skilled and semi-skilled workers.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires climbing, balancing, crouching, reaching, walking, pushing, lifting, fingering, grasping, feeling, and repetitive motion; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and extreme cold.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Plans, organizes, directs, and supervises school facilities and grounds maintenance and repair;
Maintains records and files electronically;
Meets with supervisors as needed to discuss daily or emergency work assignments;
Reviews and approves supplies taken from warehouse stock for school plant use;
Responds, evaluates and resolves emergencies;
Communicates with school principals in regards to special projects, emergencies, and budget requests;
Reviews and approves material requests for goods or services as routine or emergency;
Works with procurement on emergency purchases;
Monitors, increases and approves increases to purchase orders;
Solicits prices for goods and services when needed;
Monitors in-house purchases and price solicitations to ensure compliance with the Virginia Public Procurement Act;
Develops and reviews bid specifications as they apply to school plants' needs;
Assists in the evaluation of bids as required;
Oversees inspection of contracted work and approves for payment;
Monitor maintenance contracts both for service and pricing;
Communicates and schedules meeting with contractors to rectify problems;
Evaluates and approves contract change orders as they apply to school plant operation;
Assists in determining replacement schedule for equipment;
Oversees and maintains the district's vehicle white fleet;
Reviews yearly budget requests submitted by school principals;
Devises and establishes annual goals for the department;
Creates strategies for energy reduction and sustainability for the school district;
Creates and provides professional development based upon school district, VDOE, and VOSH requirements; and
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough 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 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. Thorough knowledge of Microsoft Office Suite, Google Suite, Peoplesoft and Hexagon is a plus.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in engineering or related field is required. A Master's Degree or equivalent experience in building maintenance and repair work, including supervisory experience is preferred.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Possession of or ability to acquire appropriate license(s), certificate(s), and/or endorsement(s) for position as required by the Commonwealth of Virginia and School Board.

EXEMPT