

George County School District

Assistant Maintenance Director

APPROVED

APR 07 2013

GC 00107100110



Job Purpose

- Responsible for assisting in the planning, organizing, and directing of custodial, repair, maintenance, and grounds-keeping operations for the school district.
- Supports the coordination of personnel, facilities, and resources to ensure safe, clean, and well-maintained learning environments in compliance with applicable state and local regulations.

Knowledge, Skills and Abilities

- Thorough knowledge of building maintenance and operations, including HVAC, plumbing, electrical systems, carpentry, and general repair.
- Good knowledge of grounds maintenance practices and athletic field care.
- Knowledge of applicable codes, laws, and regulations governing school facilities, including standards established by the Mississippi Department of Education, Mississippi State Department of Health, ADA requirements, and the Environmental Protection Agency.
- Knowledge of workplace safety procedures and public building security standards.
- Ability to plan, schedule, assign, and supervise the work of maintenance and custodial staff.
- Ability to conduct facility inspections and ensure compliance with safety and operational standards.
- Strong organizational skills with the ability to manage multiple tasks and prioritize effectively.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with administrators, staff, contractors, and the public.
- Demonstrates good judgment, dependability, initiative, and tact.
- Physical condition commensurate with the demands of the position.

Minimum Qualifications

- Graduation from high school or possession of a high school equivalency diploma preferred.
- Minimum of six (6) years of experience in electrical, HVAC, plumbing, carpentry, or related maintenance fields, with at least two (2) years in a supervisory capacity preferred.
- Valid Mississippi driver's license required with the ability to obtain a commercial driver's license (CDL).
- Must successfully complete a criminal background check and fingerprinting as required by Mississippi law for school employees.
- Ability to lift up to 50 pounds, climb ladders, and work in various weather conditions and confined spaces.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Assists in planning, scheduling, and assigning custodial, maintenance, repair, and grounds-keeping tasks.
- Conducts and coordinates required inspections of facilities, including fire safety, asbestos, insurance, and other state or federally mandated reviews.

- Inspects completed work to ensure proper cleaning, repair, maintenance, and grounds-keeping standards are met.
- Identifies safety or health hazards and recommends corrective actions.
- Serves as liaison between district administration and building-level staff regarding facility and grounds operations.
- Responds to inquiries from district employees and department heads concerning maintenance and grounds activities.
- Supports preventative maintenance programs for all district facilities and equipment.
- Assists with coordination of contractors and monitors work to ensure compliance with district standards.
- Maintains accurate records related to inspections, maintenance activities, and compliance requirements.
- Assists with care and maintenance planning for athletic fields, playgrounds, lawns, trees, shrubs, and walkways.
- Responds to facility emergencies and may be required to travel to meetings or district sites as needed.
- Performs other job-related duties as assigned by the immediate supervisor.
- Adhere to the Mississippi Educator Code of Ethics and all district policies and procedures and supports the George County School District Core Beliefs and Mission

Reports to: Maintenance Director or Designee

Supervises: Maintenance Personnel

Terms of Employment: 240 Days / At Will

FLSA Status: Exempt

DISCLAIMER: The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

	Employee's Printed Name
	Employee's Signature
	Date
	Supervisor's Signature
	Date