



Maintenance Director

Job Purpose

- Responsible for planning, organizing, directing, and evaluating all custodial, maintenance, repair, construction, and grounds-keeping operations for the school district.
- Provides strategic oversight of the district's physical plant to ensure facilities are safe, functional, energy-efficient, and supportive of the educational process.
- Oversees capital improvements, preventative maintenance programs, and compliance with applicable state and federal regulations.

Knowledge, Skills and Abilities

- Thorough knowledge of facilities management principles and modern maintenance operations for school districts.
- Comprehensive knowledge of HVAC systems, plumbing, electrical distribution, structural systems, and grounds maintenance.
- Knowledge of applicable building codes, fire codes, safety standards, ADA requirements, AHERA regulations, and mandates of the Mississippi Department of Education.
- Knowledge of workplace safety regulations and public building security standards.
- Ability to develop and implement long-range facility plans and preventative maintenance schedules.
- Ability to prepare and manage departmental budgets in accordance with Mississippi purchasing laws.
- Ability to read and interpret blueprints, plans, and technical drawings.
- Ability to supervise, evaluate, and provide professional development for maintenance and custodial staff.
- Ability to monitor capital construction and renovation projects.
- Ability to communicate effectively both orally and in writing and prepare detailed reports.
- Proficiency in computer applications including spreadsheet, word processing, email, calendar, database, and maintenance management software (CMMS).
- Ability to establish and maintain effective working relationships with administrators, staff, contractors, engineers, architects, vendors, and the public.
- Demonstrates sound judgment, dependability, initiative, tact, and physical condition commensurate with job demands.

Minimum Qualifications

- High school diploma or equivalent required.
- Associate's Degree in Construction, Building Technology, Mechanical Technology, or related field with six (6) years of facilities maintenance experience, including two (2) years in a supervisory capacity preferred; or
- Bachelor's Degree in Civil, Electrical, or Mechanical Engineering or related field with four (4) years of facilities maintenance and operations experience, including two (2) years in a supervisory capacity preferred; or
- Eight (8) years of progressively responsible experience in building maintenance and operations, including at least two (2) years in a supervisory capacity; or
- Equivalent combination of training and experience providing the required knowledge and skills.
- Valid Mississippi driver's license with the ability to obtain a commercial driver's license (CDL).
- Must successfully pass a criminal background check and fingerprinting as required by Mississippi Code § 37-9-17.

Duties and Responsibilities

- Demonstrates prompt and regular attendance.
- Plans, schedules, assigns, and evaluates custodial, maintenance, repair, and grounds-keeping activities district-wide.
- Prepares and administers the annual maintenance and facilities budget; monitors expenditures and revenues.
- Interviews, recommends for hire, supervises, and evaluates departmental personnel.
- Determines scope of maintenance and repair work and designates projects for in-house staff or external contractors.
- Monitors all phases of capital improvement and construction projects to ensure quality and compliance.
- Prepares bid specifications, reviews proposals, and makes recommendations regarding capital and maintenance contracts.
- Coordinates and documents inspections required by local, state, and federal agencies, including fire safety, asbestos (ASHERA), boiler, and health inspections.
- Serves as liaison between the district and contractors, architects, engineers, construction managers, and regulatory agencies.
- Establishes and enforces a comprehensive preventative maintenance program.
- Inspects work performed by maintenance staff and contractors to ensure adherence to district standards.
- Identifies safety or health hazards and recommends corrective actions.
- Oversees environmental and safety programs, including pest management and hazardous materials compliance.
- Maintains records and prepares reports regarding facility conditions, energy consumption, project status, and compliance documentation for the Superintendent and Board of Education.
- Oversees procurement of utilities, fuel, equipment, materials, and supplies necessary for building operations.
- Coordinates in-service training for custodial and maintenance personnel.
- Responds to facility emergencies and oversees disaster recovery efforts.
- Performs other job-related duties as assigned by the Superintendent or designee.
- 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: Superintendent or Superintendent Designee

Supervises: Assistant Maintenance Coordinator, Maintenance Personnel, Custodial Staff

Terms of Employment: 240 Days / At Will

FLSA Status: Exempt

ISCLAIMER: 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