

**SHEFFIELD CITY SCHOOLS**  
**JOB DESCRIPTION – Director of Maintenance**

**POSITION TITLE:** Director of Maintenance

**QUALIFICATIONS:** (1) At least a high school graduate or its equivalent.  
(2) A broad knowledge of the building trades.  
(3) Ability to supervise other personnel.  
(4) Experience of at least five years in one or more skills used in the school system.  
(5) Such alternatives to the above qualifications as the Superintendent and the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Superintendent

**JOB GOAL:** To maintain the physical school plant in a condition of operating excellence so that full educational use of it may be made at all times.

**SUPERVISES:** Maintenance Personnel

**PERFORMANCE RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

1. Performs various maintenance tasks as time permits.
2. Selects and manages personnel in the maintenance department.
3. Organizes the department for effective work.
4. Assigns work responsibilities to personnel.
5. Plan systematic routine maintenance schedule for all equipment.
6. Inspects the quality and quantity of maintenance work.
7. Inspects the physical condition of the school plants for maintenance purposes.
8. Organizes system of adequate records.
9. Makes long and short-range plans for major maintenance problems.
10. Sees that the personnel are trained in safety practices.
11. Purchases maintenance materials and equipment as authorized.
12. Works with the Central Office staff, principals, teachers, and students to provide better physical conditions under which all can work.
13. Advises on the hiring of contractors to perform certain maintenance or repair services.
14. Provides for the care of school grounds.
15. Provides supervision of bids and contracts as related to building and grounds, maintenance, and cleaning services.
16. Performs such other tasks as assigned by proper authority.

NOTE: In addition to the above responsibilities, the Director of Maintenance must also perform duties and responsibilities of the Sheffield City Schools Maintenance Worker.

**TERMS OF EMPLOYMENT:** Twelve months. Salary according to the Board approved salary schedule.

**EVALUATION:** Performance of the job will be evaluated in accordance with the Board policy on evaluations of non-certified personnel.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Sheffield City Schools Board of Education reserves the right to amend the job description as needed.