

**BARNSTEAD SCHOOL DISTRICT
Director of Maintenance & Facilities**

TITLE: Director of Maintenance & Facilities

QUALIFICATIONS:

- High school diploma or equivalent.
- Five or more years of experience in custodial or related field.
- Two or more years of experience in supervisory capacity in custodial/maintenance or related field.
- Demonstrated competence and training and/or certification in areas related to building cleaning and maintenance.
- Obtains and maintains certifications required by the school district for building maintenance and operation.

REPORTS TO: Principal - on day-to-day operation of school
Business Administrator - capital projects

TERMS OF EMPLOYMENT: Salary and benefits recommended by the Superintendent.

EVALUATION: Annual performance evaluation by Principal with written input from Business Administrator.

PERFORMANCE RESPONSIBILITIES:

- Leads, organizes, manages, and supervises all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and School board policies and procedures.
- In consultation with Building Principal, selects, assigns, schedules, and trains custodial staff.
- Assures that all maintenance work is performed in accordance with all current federal and state laws, regulations and guidelines.
- Plans and oversees all maintenance and repair work, maintaining a high standard of safety, cleanliness and efficiency.
- Maintains an inventory and recommends purchase of suitable supplies, tools, and equipment.
- Provides leadership and supervision, including performing annual performance evaluations for custodial staff to include recommendations for the continued employment, transfer, or dismissal of all custodial personnel.
- Maintains buildings and premises, including sidewalks, driveways, roof, and play area conducive to a safe and healthy environment.
- Complies with local laws and procedures for the storage and disposal of trash, rubbish and waste.
- Responsible for setup for functions (Board meetings, faculty committee and team meetings, community meetings, dances, sporting events, etc.), as requested by administration.
- Responsible for the opening and closing of the building each school day and activates alarm as required.

- Arranges for custodial coverage during non-school hours when building use has been authorized and attendance is required.
- Responsible for preventive maintenance, upkeep and repair, as well as conducting periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- Assumes responsibility for scheduling regular/routine water supply inspections and other inspections as required by the State of NH.
- Responsible for regulation of heat, ventilation and air conditioning systems to insure economical use of fuel, water and electricity.
- Monitors the time records of all custodial employees in the school and certifies them for salary payments.
- Develops, in consultation with Building Principal and Business Administrator, the building maintenance budget for the maintenance and capital improvement projects.
- Member of the Emergency Management Team/Safety Committee.
- Reports immediately to the Principal any damage to school property and completes incident report in timely manner.
- Maintains confidentiality of information regarding students and staff.
- Complies with all policies and procedures established by the school board and school administration.
- Coordinates all building, maintenance and ground contractors and schedules their time so it least impacts the school population.
- Takes bids for contracted services and makes recommendations to the Business Administrator prior to Board approval.
- Responsible for building checks seven days a week to make sure school maintenance systems remain in good working order.
- Checks and maintains all current contracts to make sure that the contracts are being followed.
- Performs other duties as assigned by the school administration.

(Third Reading/Adopted: 09/27/16)
(Reviewed: 09/13/16)
(Reconsidered/Tabled: 06/06/16 & 06/28/16)
(Second Reading/Adopted: 10/14/08)
(Reviewed: 09/27/05)
(First Reading/Adopted: 05/21/02)