

October 11, 2018

RIVERVIEW SCHOOL DISTRICT

POSTING

DIRECTOR OF MAINTENANCE

There is an opening for a current Class IV Head Custodian to be designated as Director of Maintenance. See attached job description for qualifications and responsibilities of this position. Interested applicants should send a letter of interest, resume and clearances to Ms. Tammy Good, Business Manager, Riverview School District, 701 Tenth Street, Oakmont, PA 15139, no later than October 25, 2018.

RIVERVIEW SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE JOB DESCRIPTION

TITLE: **DIRECTOR OF MAINTENANCE**

QUALIFICATIONS:

1. Graduation from high school
2. One year of custodial experience preferred
3. Custodial and building maintenance in a school setting preferred
4. Strong organization and problem-solving skills
5. Ability to work independently and as a team member
6. Ability to understand the relevance of a clean and safe environment and its impact on learning
7. Experience associated with activities related to the essential functions noted in this job description preferred

REPORTS TO: Director of Building and Grounds and Business Manager

GOAL: A clean and safe environment is the foundation of a productive school and learning setting for children. Not only is a clean space visually appealing, it fosters learning, and it is good for the health and well-being of children and employees. Under general supervision, custodians perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly, and safe school environment.

ESSENTIAL FUNCTIONS:

1. **The Director of Maintenance shall assist the Director of Building and Grounds with district-wide maintenance and facilities responsibilities. He/She will serve as a liaison among all head custodians across the District to communicate with the Director of Building and Grounds.**
2. **Performs routine and comprehensive custodial maintenance of assigned facilities at the direction or assignment of the Director of Building and Grounds.**
3. **Assists the Director of Building and Grounds and/or the Business Manager to obtain quotes written/verbal as directed.**
4. **Cleans and disinfects classrooms, restrooms, cafeteria, gymnasium, auditorium, locker room and other facilities; stocks facilities with any necessary supplies.**
5. **Assists the Director of Building and Grounds and/or the Business Manager with creating, maintaining, and coordinating a district-wide supply inventory.**
6. **Removes and disposes of trash in accordance with established procedures.**
7. **Vacuums, shampoos and spot cleans carpets and furniture; washes windows.**
8. **Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, classrooms, and other facilities.**

9. Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.
10. Performs preventative maintenance in and around facilities including painting, floor refinishing and minor repairs to facilities.
11. Operates various types of manually operated and power operated equipment.
12. Reports and responds to various emergency calls for custodial assistance as directed by the Building Principal, Business Manager or Director of Building and Grounds.
13. Performs various custodial duties regarding the set up and tear down of scheduled activities.
14. Minor grounds keeping duties may be required as assigned by Building Principal, Business Manager, or Director of Building and Grounds.
15. Submission of written requests for supplies may be required as assigned by Building Principal, Business Manager, or Director of Building and Grounds.
16. May serve as transporter of mail, supplies, equipment and/or food delivery.
17. Other duties and responsibilities related to custodial and light maintenance work may be assigned by the Director of Building and Grounds or Business Manager.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands	<ul style="list-style-type: none"> Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Lifting – 50 to 100 lbs. Frequent carrying Physical ability to climb ladders Manipulate tools Handle stress and timelines Manual dexterity
Sensory Abilities	<ul style="list-style-type: none"> Visual acuity to read correspondence Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	<ul style="list-style-type: none"> Indoor and/or Outdoor year round setting The noise level in the work environment varies on a daily basis based on circumstances presented
Temperament	<ul style="list-style-type: none"> Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions

Cognitive Ability

Ability to follow written and verbal directions
Ability to complete assigned tasks with minimal supervision
Ability to read and write
Ability to work independently and make work-related decisions
Ability to exercise good judgment in prioritizing tasks
Ability to communicate effectively
Ability to set goals and follow through on completing those goals

Specific Skills

Ability to operate various types of manual and power operated equipment
Must possess methods of maintaining, cleaning, and preserving a variety of surfaces

Comments

Position holder must have a friendly, helpful personality and focus their time and energy on the goal of providing a clean, orderly, and safe environment; and perform related work as required.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve month Full-Time

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ ***Date*** _____

Supervisor's Signature _____ ***Date*** _____