



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Assistant to the Director of Maintenance		Board Approved: December 2005
Position Level: 22-24 May be assigned as: 12 months/258 days	FLSA Status: Exempt	Job Code:

GENERAL DESCRIPTION

This position is responsible for assisting the Director of Maintenance in the planning, organizing and supervising of a unified system of maintenance of facilities for the district.

KEY RESPONSIBILITIES

- Conduct comprehensive inspections of buildings, grounds and equipment to determine repair needs.
- Initiate and supervise repair of all health and safety related maintenance resulting from inspections.
- Provide leadership and coordination in cooperation with school principal or school custodial, building and grounds maintenance services, with emphasis on health and safety.
- To direct and assign emergency status to work requests for repairs of doors, windows, locks, electrical devices, plumbing equipment, as appropriate.
- Assist the Director of Maintenance in the managerial operations of purchasing, work order processing, equipment inventory, planning, assigning, supervising and coordinating the work of the maintenance crew engaged in performing a variety of repairs and maintenance of buildings, grounds, and equipment.
- Facilitate all operational installation and procurement of portables.
- Supervise and conduct employee performance assessments as assigned.
- Serve as Maintenance Department representative on special committees, advisory groups and negotiations as required.
- Oversee day to day labor relations management including conflict resolutions and grievance hearings.
- Coordinate and oversee maintenance emergency services in the event of natural disasters.
- Perform other work-related duties as assigned by Supervisor.

CLASS SPECIFICATION

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KEY JOB REQUIREMENTS	
<i>Formal Education:</i>	High School Diploma or equivalent.
<i>Work Experience:</i>	Total of ten (10) years' experience relating to operation and maintenance of buildings or equivalent combination of training and experience. Three (3) years of which must be as a maintenance foreman or related position requiring licensure.
<i>Impact of Actions:</i>	Makes decisions and final recommendations which routinely affect the activities of an entire facility/school. Position duties may include responsibility for developing strategic plans for one or more facilities/schools.
<i>Complexity:</i>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<i>Decision Making:</i>	Analytic: Supervision is available to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgement is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project. Actions taken may be based on similar situations encountered in the past.
<i>Communications:</i>	Requires regular contacts to discuss issues of moderate importance and to respond to inquires. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operation and results of the unit.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a "seasoned" professional. Requires extensive knowledge of their professional disciplines and a working knowledge of related fields. Understands information in several unrelated professional disciplines. Ability to interpret and apply appropriate statutes, regulations, and policies and ability to compile, organize and analyze data. Knowledge of successful educational programs and practices for at-risk children and families.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 22- Entry level requirements and enrollment/action form.
- 23- Completion of 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.
- 24- Completion of an additional 20 hours of Inservice in the past twelve months as approved by the Supervisor, action form and Supervisor's recommendation.