

# JOIN OUR TEAM!



## DIRECTOR OF MAINTENANCE

### NATURE OF WORK

Under limited supervision, this role oversees the Maintenance Department, including supervising staff, managing projects, and ensuring work quality. Responsibilities include ordering materials and equipment, planning and executing maintenance and construction projects, and coordinating with agencies to meet required standards. The position requires independent judgment, initiative, and professionalism in interactions with school officials, co-workers, contractors, and the public.

### DUTIES AND RESPONSIBILITIES

- Develops and executes maintenance and construction projects.
- Determines the need for emergency renovation, carpentry services, plumbing, electrical, etc.; prepares work schedules; requisitions materials, tools, and equipment needed to complete job tasks.
- Initiates action to correct or repair damaged property.
- Maintains all records of repairs, renovations, and scheduled preventative maintenance.
- Responsible for all aspects of identification, planning, development, budgeting and execution of projects associated with maintenance and repair of school plant and equipment.
- Performs routine maintenance and/or follow-ups on maintenance and service procedures and sub-contractors.

### MINIMUM TRAINING AND EXPERIENCE

- Graduation from high school and a minimum of 5 years of supervisory experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.
- Possession of valid driver's license issued by the State of Missouri.

### ESSENTIAL JOB FUNCTIONS

- Must be physically able to operate a variety of machinery and equipment including computers, copiers, farm equipment, trades equipment, heavy equipment, various hand tools, etc.
- Must be physically able to operate motor vehicles.
- Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Requires the ability to read and prepare a variety of correspondence, reports, forms, requisitions, invoices, blue prints, etc.
- Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form.
- Must be able to communicate effectively and efficiently in a variety of technical or professional languages including engineering, accounting, and electrical terminology.
- Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with emergency situations.

### KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of carpentry, plumbing, and electrical systems, HVAC, roofing, grounds, etc.
- General knowledge of the principles of supervision, organization and administration.
- Considerable knowledge of all building trades and codes.
- Considerable knowledge of proper safety precautions regarding building, grounds and equipment maintenance.
- Ability to inspect maintenance work for quality, safety, and compliance with applicable laws, rules and regulations.
- Ability to effectively express ideas orally and in writing.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

### TO APPLY:

Email resume to [jlehn@stpius.com](mailto:jlehn@stpius.com)