

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Maintenance Department Manager **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

382	Facilities Management	Manage the operations of facilities. Solve maintenance, access, traffic, and other facilities-related problems. Inspect facilities. Maintain facilities inventory.
388	Facilities Assistance	Work with local schools and facilities to solve maintenance, access, traffic, and other facilities-related problems.
405	Safety Compliance	Supervise, review, and monitor the design, construction, renovation, and/or modification of new or existing structures to ensure compliance with legal standards. Includes personnel compliance with safety standards. Monitor and maintain athletic areas for liability and safety.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
387	Construction Management	Supervise construction of new facilities and major renovations to existing facilities.
381	Facilities Design	Design new facilities and renovations. Work with architects and users on design issues.
380	Facilities Planning	Plan new school facilities and renovations to existing facilities, including defining space needs and conducting and/or participating in public hearings.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
002	Indirect Supervision	Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority).
320	Budget Preparation	Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board.

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Activity Name (cont.)

006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
477	Acquisition Analysis - Vehicles and Support Equipment	Issue and evaluate bids for cars, trucks, other vehicles and support equipment.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
602	Interview	Interview, evaluate and select or recommend candidates for employment in the district and/or departments.
603	Disciplinary Actions	Recommend the discipline and/or termination of staff. Coordinate the approval and documentation requirements.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003