

**BOARD OF TRUSTEES
CHURCHILL COUNTY SCHOOL DISTRICT****MAINTENANCE MANAGER, PLANT OPERATIONS AND GROUNDS
DUTIES AND RESPONSIBILITIES**

As supervisor of maintenance, plant operations and grounds, the person is responsible for the maintenance of all school buildings and school property. He shall be directly responsible to the Director of Finance:

He shall:

1. Assume responsibility for the comprehensive planning and scheduling of maintenance and repair requirements of the school district.
2. Ensure that standards consistent with all applicable laws are maintained at a minimum.
3. Coordinate purchasing, disbursement and inventory of maintenance material and equipment.
4. Supervise and approve payment of all outside contractors performing work for the district.
5. Establish appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
6. Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
7. Work with individual building principals in establishing emergency evacuation procedure for each schoolroom and office.
8. Assume responsibility for the assignment of and termination of employment of all personnel encompassed within this area of operations.
9. Keep informed of the latest trends, developments and products in the areas of maintenance as appropriate.
10. Maintain such personnel, insurance and other records for area of concern as are necessary.
11. Organize and implement an orientation program on proper operation and maintenance of school facilities for maintenance personnel.
12. Assume responsibility for scheduling work routines, coordinating vacation schedules, etc. for maintenance personnel.

13. Prepare and administer the budget for maintenance, grounds, security and custodial supplies and equipment.
14. Organize and implement a program of preventative maintenance.
15. In consultation with principals and athletic directors, direct the preparation of playing fields, grounds and other necessary facilities for athletic and other school activities.
16. Direct the provision of equipment and supplies to new and existing facilities in the district.
17. Develop policy and recommend budget for an orderly replacement of existing equipment as it become obsolete or deteriorates.
18. Evaluate complaints received on equipment and supplies and take appropriate action.
19. Confer with school principals, landscape architects and other parties in making plans for landscaping, planning and maintenance.
20. Examine school buildings and grounds on a regular basis for needed repairs and maintenance.
21. Establish and recommend priorities on repair projects.
22. Consult with building principals regarding the establishment of regular preventative maintenance programs.
23. Evaluate the performance of the maintenance staff on a regular basis.
24. Inspect all school buildings to insure that the greatest effort is continually practiced in energy conservation.
25. Obtain proper certification to act as Churchill County School District designee in all asbestos related matters as called for by requirements in the Environmental Protection Agency's A.H.E.R.A (Asbestos Hazard Emergency Response Act)
26. Define and develop project parameters for submission to Director of Finance prior to involvement of CCSD purchasing department or outside engineering firms.