

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

MANAGER, TECHNICAL SERVICES / MAINTENANCE

SALARY SCHEDULE: ADMINISTRATIVE – E

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of ten (10) years successful experience in the technical management field, at least five (5) of which must have been in an upper level supervisory role.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to develop and manage a District-wide project list. Knowledge of project management activities, including costing, budgeting, monitoring, close-out and testing. Possess general knowledge of electrical and fossil fuel rate structures, procurement strategies and utility rebate programs. Knowledge and experience in oversight of energy management programs. Ability to prioritize, budget and track departmental maintenance and project activities. Knowledge of basic computer skills. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Facilities Services

JOB GOAL

To provide for the maintenance of the District's physical plant and ensure the District receives high quality maintenance services.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- * (1) Provide oversight for the daily service, planned maintenance, emergency maintenance and project functions for the Facilities Services Department.
- * (2) Provide for the quality and timeliness of all services assigned.
- * (3) Develop and implement an in-house quality control system for departmental maintenance functions.
- * (4) Meet regularly with site cost center heads to determine service needs.
- * (5) Provide for a departmental team approach between the maintenance and custodial functions.
- * (6) Assist the Director with developing shop staffing levels.
- * (7) Participate in the recruiting, interviewing and hiring of supervisors, technical and building trades personnel.
- * (8) Assist with the development and implementation of the District-wide mechanical project list and associated budget requests.
- * (9) Provide oversight for the District-wide energy management plan.
- * (10) Ensure an up-to-date records system of requested, completed and pending work orders is maintained.
- * (11) Provide for the tracking of material and labor costs by trade and site.
- * (12) Assist with the operating and capital budget as assigned.

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- *(13) Participate in, or manage, periodic inspections and subsequent correction of District health and safety deficiencies.
- *(14) Take responsibility for the District IAQ as directed.
- *(15) Assist in setting departmental maintenance priorities.
- *(16) Interact with parents, outside agencies, businesses and the community to enhance understanding of District initiatives and priorities and to elicit support and assistance.
- *(17) Respond to inquiries or concerns in a timely manner.
- *(18) Keep the Superintendent informed, through proper channels, of potential problems or unusual events.
- *(19) Work closely with District and school staffs to support school improvement initiatives and processes.
- *(20) Disseminate information and current research to appropriate personnel.
- *(21) Keep well informed about current trends and best practices in areas of responsibility.
- *(22) Maintain expertise in assigned areas to fulfill project goals and objectives.
- *(23) Facilitate the development, implementation and evaluation of staff development activities in assigned areas.
- *(24) Promote and support professional growth for self and others.
- *(25) Develop annual goals and objectives consistent with and in support of District goals and priorities.
- *(26) Maintain a network of peer contacts through professional organizations.
- *(27) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- *(28) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- *(29) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- *(30) Represent, consistently, the District in a positive and professional manner.
- *(31) Provide leadership and direction for the assigned areas of responsibility.
- *(32) Utilize appropriate strategies and problem-solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(33) Assist in implementing the District's goals and strategic commitments.
- *(34) Exercise proactive leadership in promoting the vision and mission of the District.
- *(35) Provide oversight and direction for cooperative planning with other agencies.
- *(36) Set high standards and expectations for self and others.
- *(37) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(38) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(39) Facilitate problem-solving by individuals or groups.
- (40) Perform other incidental tasks consistent with the goals and objectives of this position.
- *(41) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

MANAGER, TECHNICAL SERVICES / MAINTENANCE (Continued)

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

*Essential Performance Responsibilities