



GRANT COUNTY SCHOOLS

204 Jefferson Avenue
Petersburg, WV 26847
304-257-1011/FAX 304-257-2453

JOB DESCRIPTION

JOB TITLE: Director of Facilities and Maintenance

Supervisor: Superintendent

Qualifications:

- Possess or be willing to acquire a Journeyman or Master Electrician Certification
- Supervisory experience in the industrial or school environment in the area of planning/maintaining facilities.
- Five or more years of successful relevant administrative experience preferred.
- Experience administering capitol construction and renovation projects.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Job Goals:

To provide the coordination and supervision of all environmental support services related to the operation and maintenance of school buildings and grounds

Duties/Responsibilities:

1. Ensures comprehensive planning and scheduling of maintenance and repair needs of the district.
2. Coordinates with superintendent and treasurer to manage budgets effectively.
3. Responsible for asbestos inspection and abatement program.
4. Responsible for Fire Marshal inspections and reporting.
5. Responsible for Health Department inspections and requirements pertaining to schools.
6. Supervises custodial, maintenance, and grounds personnel.
7. Provides professional development to custodial and maintenance personnel
8. Responsible for underground storage of petroleum products and fulfilling the requirements according to law.
9. Responsible for the coordination and supervision of all water supplies to include establishment of Radon and Lead control programs.
10. Responsible for and coordination of sewage treatment plant and septic tank systems.
11. Responsible for and coordination of contracted maintenance as related to environmental services.
12. Coordinate with the Director of Technology on technology matters as they relate to facilities/maintenance.

13. Maintain a clean work area.
14. Maintain positive work habits.
15. Performs duties efficiently and productively.
16. Maintain and upgrade skills.
17. Maintains positive public and employee relations.
18. Attend regional and state meetings, programs and conferences.
19. Communicate/coordinate effectively with supervisor, senior staff members, school personnel, and other stakeholders as appropriate to ensure growth towards county goals.
20. Other duties as assigned by the superintendent.