



Two Rivers Public School District
4521 Lincoln Avenue
Two Rivers, WI 54241
(920) 793-4560
FAX (920) 793-4014
www.trschools.k12.wi.us

August 30, 2018

JOB POSTING

The Two Rivers Public School District has the following opening available for the 2018-2019 school year:

Director of Maintenance and Operations

Two Rivers Public School District
4521 Lincoln Avenue
Two Rivers, WI 54241
920-793-4560

POSITION: Director of Maintenance and Operations

GENERAL FUNCTION:

Director of Maintenance and Operations shall be responsible for the operation, maintenance, improvement, safety and security of buildings, grounds and related equipment for the Two Rivers Public School District. In coordination with the administrative team, he/she shall develop and maintain comprehensive preventive maintenance, energy management, in-service training, product testing, facilities improvement, safety and other related programs. He/she shall see that all buildings and grounds provide a safe, clean, healthy and attractive educational environment for all occupants and visitors.

POSITION REQUIREMENTS/SKILLS:

1. **Degree:** Minimum of a high school diploma with additional training related to skilled trades, facility management, or management desired.
2. **Experience:** Education, training, and experience in dealing with all aspects of safety, maintenance, and custodial programs including developing budgets, short-range and long-range planning, and purchasing. Successful supervisory experience in an educational setting is preferred.
3. **Background Knowledge:** Extensive knowledge in principles of construction; electrical, plumbing, heating and cooling systems; security; building automation systems; and grounds keeping.

4. High level of enthusiasm for the position and educational systems as well as willingness to pursue training for any mechanical systems in the school and other areas as requested by the District.
5. Ability to work well with school board members, administrators, staff, students, and the community, i.e., skills and abilities in leadership, interpersonal relationships, communication, and organization.
6. Technology skills to enable completion of reports, monitoring systems, and software related to maintenance and inventory.
7. Valid Driver's License.

ESSENTIAL FUNCTIONS:

1. To communicate effectively, professionally, respectfully, and in a timely manner verbally, in person, and on the telephone as well as in writing reports and emails.
2. To provide information and assistance to students, staff, parents, and community members in a helpful, courteous, and timely manner.
3. To analyze problems, identify alternative solutions, project consequences of proposed actions, critically evaluate the information, determine action, implement action, and evaluate the effectiveness of action.
4. To read and interpret blueprints including mechanical, electrical, civil, and structural drawings, plans, and sketches.
5. To move throughout the buildings, from building to building, and throughout the grounds.
6. To perform physical work, regularly lifting up to 50 pounds without assistance.
7. To reach in all directions, bend/stoop to store and retrieve items, and to use equipment.
8. To have dexterity and hand/eye coordination necessary to operate vehicles, equipment, computers, and communication devices.
9. To have the visual and auditory capacity to understand directions and conversations.
10. To maintain concentration focus on tasks, complete tasks in a timely manner, and give attention to detail.

SUPERVISORY RESPONSIBILITIES:

1. **Leadership:** To be responsible for, and advocate for, the overall direction, coordination, evaluation, and enhancement of the Two Rivers Public School District's buildings and grounds through short-term and long-term planning.
2. **Leadership:** To keep the school administration informed of all Federal and State Statutes, regulations and requirements associated with his/her responsibilities and disseminates such information to appropriate individuals.
3. **Ethics:** To follow Board Policy, Federal and State laws, rules and regulations that apply to the school's operation.
4. **Staffing:** To manage, support, and maximize productivity of custodial and maintenance personnel by participating in the hiring process; providing orientations and trainings; planning, assigning, and directing employee work including non-school time activities; evaluating performance; addressing concerns; resolving problems; and approving payroll absences, and overtime.
5. **Collaboration:** To work collaboratively with the Board of Education, Administrative Team, and its contractors to ensure the highest standards for a safe, clean, healthy, and attractive educational environment for all occupants and visitors.

PERFORMANCE RESPONSIBILITIES:


1. **Active Service:** Performs direct maintenance services when appropriate and needed including the repair of routine malfunctions in electrical, plumbing, boiler, building automation, and HVAC equipment.
2. **Maintenance Overall:** Inspects all facilities and systems on a regular basis and prioritizes, recommends and schedules all maintenance projects for the school district. Monitors and responds to the online maintenance request system.
3. **Maintenance HVAC:** Oversees and ensures the operation of the heating, ventilation and air conditioning systems for the district, including maintenance, repair and cleaning of equipment in order to provide the necessary heat, cooling and hot water according to season, temperature and demand.
4. **Maintenance Grounds:** Develops, recommends and implements buildings and grounds preventative maintenance and improvement plans; including performing regular safety checks on all school playground and sports equipment, and sees that immediate and appropriate remediation of any such safety concerns are implemented.
5. **Maintenance Athletics:** Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities.
6. **Maintenance Equipment:** Sees that any vehicle owned and/or used by the school district is properly insured, registered, inspected, fully maintained and all maintenance records logged/filed. Coordinates the disposal of out-of-date and/or used school equipment.
7. **Capital Projects:** Provides input regarding all buildings and grounds capital planning projects including assistance with all stages of referendum work.
8. **Budget:** Prepares and administers the budget for all maintenance, building and grounds, security, and janitorial supplies and equipment; including a planned program for equipment replacement.
9. **Record Keeping:** Maintains records in all areas related to buildings and grounds supervision and management (e.g. personnel, contracted services, insurance, etc.), and provides information and records related to those areas when requested.
10. **Purchasing and Inventory:** Has direct contact with all vendors involved in the bidding and purchasing of products and equipment for maintenance and custodial needs. Controls inventory, storage, distribution, and reordering of supplies and equipment.
11. **Working with Contractors:** Serves in an advisory role for all bidding and contract negotiations for maintenance services, equipment and supplies. Schedules, supervises, and inspects any major buildings and grounds work with contractors and verifies that the terms of all such contracts have been fulfilled before final payments are made, and assists in the transfer or dismissal of property service contracts/personnel.
12. **Working with Contractors:** Oversees services such as trash removal, recycling, pest control management, air quality testing, water quality testing, energy conservation, etc., are provided to the school district according to need or requirements.
13. **Safety:** Supervises the inspection and monitors all safety and security systems (e.g. fire alarms, extinguishers, smoke/heat detectors, security systems) and all buildings and grounds equipment and systems that relate to environmental functioning of the buildings and grounds (e.g. generators, lighting systems, water systems, sewage systems, heating and cooling systems, plumbing) and reports problems to the Business Manager and/or District Administrator.

14. **Safety:** Responds to buildings and grounds emergencies and drills as necessary or sees that backup staff has been assigned.
15. **Safety:** Reviews on a regular basis all security precautions with the Safety Coordinator and recommends additions, changes, or reductions in service as appropriate. Inspects all hazard situation and accident reports for potential remediation.
16. **Security:** Works with the Administrative Team to coordinate key control management and all other safeguards for all school facilities.
17. **Snow Removal:** Establishes requirements and schedules for snow removal operations.
18. **Feedback:** Develops and monitors a feedback system from building principals regarding the safety and cleanliness of all buildings.
19. **Professional Development:** Keeps informed of the latest trends, developments and products in the areas of maintenance, repair, and upkeep; encourages innovation and experimentation as appropriate.
20. **Other Duties as Assigned:** Performs other tasks and responsibilities as assigned.

EQUIPMENT/TOOLS OPERATED:

Computer and related software, security and fire alarm systems, cleaning equipment, hand tools and power equipment, power lift, truck with blade, salter, and other maintenance and grounds keeping equipment.

This is a specific set of tasks that are representative of most frequently anticipated responsibilities. These should not be interpreted as the only responsibilities performed. Workloads may necessitate temporarily performing responsibilities typically assigned to others in the same department.

		POSITION SPECIFIC PHYSICAL DEMANDS & ENVIRONMENTAL FACTORS SHEET		
Job Title: Director of Maintenance and Operations		Issued on: August 31, 2018	Revised On:	
	LEVEL OF PHYSICAL DEMAND			
	Occasional	Frequent	Constant	COMMENTS
PHYSICAL ACTIVITY	0-33% of Time (1-100 Repetitions)	34-66% of Time (101-500 Repetitions)	67-100% of Time (500 + Repetitions)	If applicable, indicate weight factors: Average Weight (avg.) and Maximum Weight (Max.). Do not list if mechanical/lifting equipment is used.
Sitting	X			
Standing			X	
Walking		X		

Lifting	X			Minimum 50 lbs.
Carrying	X			
Twisting	X			
Climbing	X			
Reaching	X			
Kneeling	X			
Crouching/Squatting	X			
Crawling	X			
Pushing	X			
Pulling	X			
Repetitive Motion	X			
Balancing	X			
PC Monitoring		X		
Data Entry		X		Other:
Check Environment: <input checked="" type="checkbox"/> Office Equipment <input checked="" type="checkbox"/> Warehouse Equipment <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Confined Space <input checked="" type="checkbox"/> Heights Check Environmental Factors: <input checked="" type="checkbox"/> Temperature Extremes <input checked="" type="checkbox"/> External Weather Element <input checked="" type="checkbox"/> Dust <input checked="" type="checkbox"/> Other: Biohazard Situations				

SALARY: Dependent upon experience.

PLEASE SEND LETTER OF INTENT AND RESUME TO:

Lana Linzmeier, Benefits/Billing Clerk
Two Rivers Public School District
4521 Lincoln Avenue
Two Rivers, WI 54241

DEADLINE FOR APPLICATIONS IS SEPTEMBER 19, 2018