



# Dundee Community Schools

*Vision Statement: "Students First" – Inspire, Educate, Innovate, Celebrate*

*Mission Statement: Dundee Community Schools is setting a course for student success. We will challenge and inspire every student, every day, in every class through innovation and dedication - promoting knowledgeable, responsible, and caring citizens.*

420 Ypsilanti Street  
Dundee, MI 48131  
Phone: 734-529-2350 Ext. 11000

## **Maintenance Director Position Posting**

POSITION: Maintenance Director

QUALIFICATIONS: High School Graduate  
See attached job description

BEGINNING DATE: Immediately

WORK YEAR: Full Year Position

SALARY/BENEFITS/  
CONDITIONS OF EMPLOYMENT: \$42,000-\$49,000 (Based on Experience)  
Full Benefits

DEADLINE FOR APPLICATION: October 16, 2017 at 12:00 p.m.

Apply at: [www.dundeecommunityschools.org/Departments/employment](http://www.dundeecommunityschools.org/Departments/employment)

Internal Candidates may submit a letter of interest along with a current resume to the Superintendent's Office.

External Candidates - Only on-line applications will be considered.

Dundee Community Schools is an Equal Opportunity Employer



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**Title:** Maintenance Director

**Reports To:** Superintendent

**Supervises:** Maintenance staff

**Summary:** Keeps the district's buildings in such a state of operating excellence that they present no problems or interruptions to the educational program, by supervising the construction and maintenance of all school buildings, grounds and equipment.

## **Minimum Requirements:**

- High school diploma.
- Ability to read and interpret documents such as safety programs, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to meet and speak effectively before the Board of Education, school administrators, staff, contractors, and vendors.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems and work to solve issues.
- Ability to pass a written and physical test.
- Ability to establish and maintain effective working relationships with students, staff and the community.
- Ability to perform duties with awareness of all district requirements and Board of Education policies.
- The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 lbs. such as salt and bulk furniture.
- The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines

## **Preferred Requirements**

- Specific training(s) and/or experience in different construction industry
- State certifications or ability to receive certification in areas related to the maintenance position (plumbing, construction, refrigeration, pesticides, etc.)
- Experience in managing and scheduling employees
- Knowledge of asbestos regulations for schools
- Knowledge of safety programs: confined space(s), lock out/tag out, Personal Protective Equipment, Right to Know (SDS Sheets), and Integrated Pest Management
- Knowledge of different types of HVAC systems
- Experience in working within an allocated budget
- Experience working with architects, construction supervisors, and inspectors

**Essential duties and Responsibilities** *Other duties may be assigned.*

- Plans and schedules all needed maintenance work
- Determines and initiates the proper action to be taken to effectively and expeditiously complete repairs in accordance with school policy, sound maintenance practices and priority and urgency of operations
- Maintains inventory of maintenance supplies and equipment
- Analyzes needs and makes recommendations for procurement of materials and supplies
- Conducts routine and periodic inspections of schools and facilities
- Cleans and preserves designated equipment etc. in the building
- Performs ongoing preventive maintenance and minor repair on ventilation, plumbing, buildings structure and hardware
- Performs minor electrical maintenance and repairs
- Assists the visiting public, utilizing school facilities with directions within the building or in obtaining and setting up needed equipment and/or materials
- Performs normal operator adjustments and service to facility operational equipment such as but not limited to compressors, boilers, unit ventilators and fans and maintains records on operation and maintenance activities
- While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors
- The employee will work near or with moving mechanical equipment
- The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays
- The employee must be able to meet deadlines with severe time constraints
- Prepares specifications and submits cost estimates of proposed work activities
- Provides in-service training for maintenance personnel on new equipment and work methods
- Develops annual priority list for maintenance of buildings
- Prepares written specifications for bidding contracted work
- Inspects all contracted work and purchased equipment and supplies; if satisfactory, approves invoice for payment
- Maintains current files and records of building plans and specifications.
- Reviews construction plans and makes recommendations on structural, mechanical, maintenance and operational nature
- Organizes and maintains all paperwork and provides coordination between and among the architect, contractors and school district
- Prepares progress reports on construction, renovation, and maintenance work
- Supervises the use, testing and selection of equipment
- Makes studies and prepares cost estimates for the preparation of the operation and maintenance budget
- Recommends and supervises approved systems and procedures for the protection and preservation of the school district's property and equipment
- Completes written evaluations of all maintenance department employees
- Develops safety work rules for employees and conducts a continuous safety program
- Maintains training records of all department employees
- Submits and maintains all reports required by the State and the Board of Education, or School Administration
- Reports directly to the Superintendent