



# VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

## ASSISTANT DIRECTOR, MAINTENANCE SERVICES

### GENERAL RESPONSIBILITIES

Under the leadership of the Director of Maintenance Services, the position is responsible for overseeing the Work Management Program and all maintenance operations including the carpentry and electronics shops.

### ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Coordinate and maintain standard operational procedures for the Office of Maintenance Services.
- Provide oversight of the inventory process.
- Assist the Director in the development and coordination of the budget.
- Oversee the annual budget request process.
- Oversee the Office of Maintenance Services' vehicle fleet to include maintenance and replacement schedules.
- Manage portable classroom assignments and relocations; provide status updates.
- Review and coordinate all work requests and assignments.
- Monitor the School Dude program used to schedule and track maintenance activities.
- Review, recommend and oversee all maintenance agreements.
- Serve as office building and grounds manager.
- Review work requests and coordinate work assignments.
- Supervise and evaluate assigned staff.
- Oversee data collection and archiving process for the Office of Maintenance Services.
- Prepare weekly/monthly status report for project and maintenance activities.
- Act in the absence of the Director.
- Perform related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

Must have considerable knowledge of the basic principles and methods of mechanical, electrical, plumbing, HVAC, energy, and trades as applied to the maintenance and repair of large buildings and related facilities; general knowledge of basic architectural and engineering principles and concepts. Must have a thorough knowledge of the principles, practices equipment, tools, and materials used in maintenance work; thorough knowledge of the hazard and necessary safety precautions involved in maintenance work. Must have the ability to plan work independently, prepare specifications, and cost estimates; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates; computer knowledge and skills.

### EDUCATION AND EXPERIENCE

Bachelor's Degree, Master's Degree preferred. Five years experience in a previous administrative position including supervision of personnel and maintenance activities.

A comparable amount of training and experience may be substituted for the minimum qualifications.

### PHYSICAL REQUIREMENTS

The position requires standing/walking, sitting, driving, grasping, bending, squatting, kneeling, climbing, reaching, and lifting to 60 lbs. Work environment may involve some exposure to hazards or physical risks, which require following basic safety precautions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

### SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.