

CLARK COUNTY SCHOOL DISTRICT

Human Resources Division

DIRECTOR I - MAINTENANCE

Reference Code: A368

Division: Facilities

Classification: Professional-Technical

Terms of Employment: Range 42 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

POSITION SUMMARY: This position is responsible for directing the activities of the Work Management Center and to assist in the direction of the Equipment Repair, General Repair, Mechanical Repair, and Exterior/Structural Repair, sections, and of building engineers through the Maintenance Manager. This position is directly responsible to the Director III, Maintenance Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Assume full responsibility for the department in the absence of the director.
2. Direct the activities of the Work Management Center.
3. Assist with the direction of the Equipment Repair, General Repair, Mechanical Repair, Exterior/Structural Repair sections, and Building Engineer sections in conjunction with the Maintenance Manager, as determined by the Director.
4. Develop, recommend, and interpret the department's policies, regulations, standards, procedures, long-range goals, and research efforts to improve productivity.
5. Assist in selection of staff, planning, work management, implementation of training programs, and evaluation of work performance, safety, and professional growth.
6. Supervise the scheduling of maintenance and repair of Clark County School District buildings and leased facilities.
7. Assist in the preparation of the department's budget; develop and submit scheduled and periodic reports on performance, cost, and staffing of the department.
8. Act as management co-lead on ISO 9001 initiatives, including continuous improvement of the department, co-chairing the Maintenance Department ISO Steering Committee, participating in audits, and training of all staff in the ISO concept, procedures, and processes.
9. Serve as lead administrator of the department's Computerized Maintenance Management System (CMMS).
10. Initiate research studies of costs and manpower utilization; implement new or revised procedures to improve productivity, scheduling, communication, and cost reductions.
11. Work with Facilities Division staff and administrative staff outside the division to determine the validity of requests for work and determine/recommend methods of accomplishment.
12. Work with all levels of District management and leadership up to and including Region Superintendents.
13. Work with outside agencies to include: Clark County Health Department, Nevada Power Company, Las Vegas Valley Water District, Southwest Gas Company, Clark County Sanitation District, architects, consulting engineers, etc.
14. Assume duties as on-site response person for the District with the county emergency response team; organize Maintenance Department emergency response teams, as necessary, to respond to emergencies.
15. Make resource allocation decisions.
16. Manage the department preventive maintenance program.
17. Schedule and ensure response to emergency and priority work requirements.
18. Responsible for the department's purchasing and supply support system.
19. Responsible for the work dispatch function within work management.
20. Assume the role of public relations, as various situations require it.
21. Assist with the oversight of safety Northern Occupational Safety and Health Association (NOSHA) and work practices of the department.
22. Respond to customers on emergency and non-emergency situations.
23. Take required personnel actions on evaluations, administrative matters, disciplinary concerns, and recommendations.
24. Prepare and administer budgets.

25. Manage the department's vehicle fleet.
26. Prepare correspondence on technical and non-technical subjects.
27. Review and take action on incoming correspondence.
28. Attend meetings inside and outside the department.
29. Consult with subordinates/supervisors on a variety of subjects, both technical and administrative.
30. Assist with employee discipline in accordance with the negotiated agreement.
31. Perform other duties related to the position, as assigned.

POSITION REQUIREMENTS:

Education and Training:

An earned bachelor's degree from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience:

1. Satisfactory service in corresponding or related positions, or five (5) years of successful supervisory experience related to the administrative position.
2. Experience in an organization or unit responsible for technical, maintenance, modernization/rehab, or construction projects.

Preferred Qualifications:

1. Five (5) years of recent successful leadership and management experience in an organization or unit responsible for technical, multi-craft maintenance.
2. Completion of advanced course(s) in management.
3. Five (5) years experience in application development and support services in a functional role related to automated management systems.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Equal Employment Opportunity – Affirmative Action

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.