



NEW:  
07/01/2015

JOB TITLE:	DIRECTOR PROPERTY MANAGEMENT AND MAINTANENCE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8457
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Provides overall leadership and drives performance for Property Management and Maintenance services. Establishes procedures for management and maintenance of all Jefferson County Public School property in support of the school district's mission.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Provides leadership, direction and strategic, operational and financial planning to Housekeeping Services, General Maintenance, and Renovations and Grounds departments
- Responsible for operational excellence of all property management and maintenance to ensure the delivery of quality services and outcomes in support of the Jefferson County School District mission
- Develops collaborative relationships with building principals and site managers in an effort to provide quality maintenance with minimum interruption of services
- Develops and implements creative structure, programs and services to respond to district needs efficiently and effectively
- Develops metrics to measure productivity, performance and effectiveness of programs and services. Reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
- Develops and implements services which increase reliability of existing district property
- Continually works to improve service through quicker response and increased accountability
- Develop and implement activities to increase responsible stewardship of district property
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

**MINIMUM QUALIFICATIONS**

- Bachelor's Degree
- Successful experience working with employees in related fields, such as general construction, maintenance, housekeeping, etc.
- Demonstrated ability to prepare easily understood reports
- Experience in general construction, maintenance, and/or housekeeping
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS
Advanced degree and/or certifications
Experience in supervision of unionized workforce