Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/7/2024

Maintenance Manager (General Maintenance)

Pay Scale: B
Level: 16
FLSA Status: Exempt
Job Family: Facilities Services
Primary Location: Administration Building

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
This Maintenance Manager is one of a team of managers that are responsible for supervising, training, mentoring, coaching, and evaluating skilled and semi-skilled trade employees in a variety of building trades including: carpentry, painters, masonry, and general maintenance activities. The Maintenance Manager is a leader responsible for assigning and supervising the work of a large team of professional maintenance personnel. The maintenance supervisor evaluates their staff's performance, approves leave and overtime, and participates in the selection, promotion, and discipline of maintenance personnel. The Maintenance Manager participates in the rotation of on-call Facility Services Supervisors.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Supervises skilled and semi-skilled trade professionals including Carpenters, General Maintenance Workers, and Painters
- Prepares daily work assignments for maintenance employees and directs accomplishment of work. Uses maintenance management reports to assure that work is completed in a timely manner and to measure effectiveness of technicians
- Monitors the quality of maintenance and repair work. Directs and evaluates the performance of maintenance staff through periodic inspections and direct daily supervision
- Instructs maintenance personnel in diagnostic and repair techniques and in the use of new equipment to maintain and improve their technical skill levels
- Supervises and oversees the planning and completion of maintenance and repair projects with specific responsibilities for budget, schedule, quality control, safety, and production
- Meets with Building Administrators and School Principals to determine quality and customer satisfaction with work being performed by the maintenance staff
- Performs duties of On-Call Facilities Services Supervisor when scheduled to represent the Division Director
- Serves as Essential Personnel and may lead Facilities Operations Division response to facility emergencies or other incidents impacting school operations

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor of Science in Construction or Facilities Management; or demonstrated knowledge and work experience in Carpentry or Building Trades

Experience
Ten (10) years' experience in the building trades, including three (3) years of supervisory experience

Licenses and Certifications
Master Level Technician in Carpentry or General Maintenance
Must possess a valid state vehicle operator's license

Knowledge, Skills, and Abilities

- Demonstrated effectiveness of supervisory and organizational skills and able to lead and secure the cooperation of the maintenance staff. Ability to handle employee complaints and issues
- Knowledge of building maintenance operations including methods, materials and tools used
- Knowledge of the hazards of the maintenance trades and application of safety precautions utilized to minimize risks
- Knowledge of using computerized management reports to assess effectiveness of a maintenance organization
- Ability to interpret Policies, Regulations, Operations and Maintenance Manuals, and to read blueprints

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.

Essential Personnel Disclosure
Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.