General Definition of Work

The director of maintenance and engineering, under minimal supervision, performs senior-level work leading and managing the physical operations for the district’s property portfolio. Ensures that district schools and sites are operating effectively and in compliance with federal, state, and local laws and regulations.

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary/Status

Pay Grade 10/Full-time, 12 months

Reports To

Executive Director of Building Services

Place of Work

The normal place of work is on the premises used by Charlotte-Mecklenburg Schools. Charlotte-Mecklenburg Schools reserves the right to require you to work at such other place(s) as it may reasonably require from time to time.

Essential Functions

- Adhere to all state, federal, and local laws, policies, and procedures
- Lead, manage, supervise, and evaluate assigned programs/staff in the district
- Establish and staff an effective maintenance organization which focuses on quality processes to improve customer (principal, administration, public) satisfaction with facilities and timely responses to stakeholders
- Direct, oversee and participate in the development of the maintenance department's work plan; assign work activities, projects, and programs;
monitor workflow; review and evaluate work products, methods and procedures

- Responsible for department operating budget for operations, sustainment, utilities, mobile management, and capital replacement funds that supports a property portfolio
- Supervise the development and administration of the maintenance department budget; direct the forecast of funds needed for staffing equipment, materials, and supplies; monitor and approve expenditures; implement adjustments as needed
- Collaborate with the building services department leadership on projects, budget development, organizational changes, and communication processes
- Collaborate with internal and external stakeholders to promote best K-12 facilities management practices in support of the CMS district plan, vision, and mission and to promote department work order prioritization
- Assist community groups, donors, volunteers, and school staff in supporting schools within the framework of CMS guidelines, standards, and rules
- Facilitate and coordinate professional development and meetings
- Create an inclusive environment with positive communication/public relations
- Perform related work as assigned or required

Knowledge, Skills, Abilities

- Knowledge of NC state building codes, regulations, and procedures
- Knowledge of NC public school laws pertaining to school facilities
- Comprehensive technical and systems knowledge specific to achieving efficient operations, proactive planned maintenance and sustainment of the district's physical assets and especially mechanical and electrical systems: HVAC (chillers, boilers & outside air units), electrical (wiring & components, fire alarms, etc.); fire protection (sprinkler systems); plumbing (piping & fixtures); thermal & moisture (insulation & air moisture barriers)
- Knowledge of non-mechanical & electrical systems including: concrete, masonry, steel (interior/exterior walls & framing); cabinetry & casework (concrete & cabinetry); roofing (flat low-sloped & sloped); doors, windows, glass (wood, metal & aluminum); finishes and specialties (floor, walls, ceiling, finishes & accessories); storm water management; conveying systems (elevators, dumbwaiters, lifts); athletic facilities (interior fields, track, tennis courts, bleachers, etc.); paving/site work (concrete, sidewalks, asphalt, gravel, bus & parking lots); playgrounds
- Knowledge of energy management best practices and methodologies
- Knowledge of the general principals of construction, commissioning, and warranty administrations
- Ability to maintain professional and emotional control under stress
- Ability to reflect appropriate response to situations, while maintaining a professional and personal demeanor
- Ability to learn and use specialized tools, equipment or software related to business needs
- Ability to develop and monitor a budget
- Ability to direct and evaluate the work of others
- Ability to implement local, state, and federal rules, guidelines, and procedures into daily business operations
- Ability to communicate effectively
- Ability to reason, make judgments, and maintain effective working relationships
- Ability to employ positive communication skills in all settings/ mediums
- Ability to problem-solve utilizing sound judgment
- Ability to maintain confidentiality regarding school system business
- Ability to develop related charts, graphs, reports, and records
- Ability to take initiative, work independently, and exercise sound judgment
- Ability to conceptualize, initiate, monitor, and evaluate new and/or current programs
- Ability to work effectively in a deadline-driven, rapidly changing team environment

**Education and Experience**

- Bachelor’s degree in engineering, construction management, business, or a related field required
- At least five (5) years of relevant experience in a large organization required
- Certified Facilities Manager (CFM) preferred
- Equivalent combination of education and experience

**Special Requirements**

- Possess and maintain a valid driver’s license or ability to provide own transportation
- Travel to school district buildings and professional meetings

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**# of Jobs** 1.00

**Salary: From** 74,435.92

**Salary: To** 119,106.00

**Teacher Scale** N

**Minimum Educational Requirements** Bachelors

**Term** 12 Month

**Additional Job Information**

**Physical Requirements/Working Conditions**

- Work requires the occasional exertion of up to ten pounds of force
- Work regularly requires the exchange of accurate and detailed information through oral and written communication
- Constantly operates a computer and other office business equipment
- Ability to remain in stationary position for required meetings/work
- Ability to move to other work locations
- Visual acuity requires preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications
- Work requires preparing and analyzing written or computer data, operating standard office equipment, and use of advanced technology
- Work occasionally requires exposure to outdoor
• Work occasionally requires exposure to outdoor weather conditions
• Work is generally in a moderately noisy location (e.g., business office, light traffic)
• Requires the ability to deal with people beyond giving and receiving instructions
• Must be adaptable to performing under mild to high levels of stress

Job Attachment

In compliance with Federal Law, Charlotte - Mecklenburg Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.