DUNCANVILLE ISD

Writing success stories, one student at a time.

Job Title: Director of Maintenance/Grounds/Custodial
Reports to: Chief Operations Officer
Dept. /School: Maintenance

Wage/Hour Status: Exempt
Pay Grade: AM-6
Date Revised: 7/1/2026

Primary Purpose: The job of Director of Maintenance and Facilities was established for the purposes(s) of planning, organizing and directing the maintenance, repair and alteration of district buildings and grounds; serving as the district representative in planning and developing facilities and new construction; ensuring that jobs are completed efficiently and within regulatory guidelines and projected deadlines; preparing and managing the annual budgets for the maintenance, grounds and custodial departments; and ensuring optimal utilization of personnel and other resources.

Qualifications:

Education/Certification:

- Bachelor's degree or equivalent experience
- Clear and valid Texas driver's license

Special Knowledge/Skills:

- Successful administration and leadership experience
- General construction knowledge
- Qualified to read architectural plans, professional and personal qualifications to perform successfully the specific tasks to which assigned

Experience:

- Four years supervisory experience in maintenance operations
- Three years' experience in maintaining a large plant or building

Major Responsibilities and Duties:

Responsibilities:

Facility Management:

- Cooperate with the other staff members and the building principals in planning, supervising, and inspecting an operations and maintenance program for buildings, grounds, and equipment within the school district
- Keep Chief Operations Officer informed of current matters pertaining to the operation and maintenance of the total school plant
- Keep school plants operational through proper cleaning, cooling and heating
- Keep grounds, buildings, furniture and equipment to maximum condition of completeness or efficiency, either through repairs or by replacement
- Provide for the health and safety of students, teachers, and other employees insofar as the maintenance and operation of building and grounds affects these objectives
- Prepare, defend and administer the operation and maintenance budget and custodial services budget
- Establish and maintain a comprehensive preventive maintenance program

- Supervise contractual services necessary in the effective operation and maintenance of district facilities
- Assist in the planning and execution of landscaping, and redecorating of school facilities and grounds
- Supervise the preparation of playing fields, grounds and other facilities for athletic and other school activities

Construction:
- Assist in the long-range planning for future construction, and assist the architect in building
- Planning, site preparation, construction and inspection
- Represent the Board of Education in the inspection of new construction
- Work cooperatively with the architect on addition and changes to the physical properties of the district

Personnel:
- Organize the Maintenance Department and its staff in a manner conducive to efficient and effective functioning
- Oversee custodial staff and supervisors
- Maintain periodic evaluation and appraisals of personnel performance

Other:
- Assist with planning for the security of district buildings and equipment
- Perform other duties as assigned by the Superintendent and/or his designee

Supervisory Responsibilities:

Supervise, evaluate, and recommend the hiring and firing of skilled craftsmen, lead custodians, grounds supervisors, and support staff assigned to maintenance department.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including computer and peripherals; district vehicle

Posture: Prolonged sitting; frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions

Motion: Frequent walking, climbing stairs/ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Regular moderate lifting and carrying (15–44 pounds); occasional heavy lifting (45 pounds and over)

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards;

work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

Mental Demands: Maintain emotional control under stress

To meet the executive exemption test, the primary duty must be management **and the employee must supervise at least two full-time employees.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____