

Lamar County Schools • Job Description
Director of Facilities and Maintenance

June 2025

Certified
Classified

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Duties and Responsibilities

Under the supervision of the Assistant Superintendent, the Director of Facilities and Maintenance will carry out the following duties:

1. Supervise and schedule all custodial staff and oversee daily cleaning operations.
2. Manage and oversee all maintenance, custodial, and grounds personnel throughout the district.
3. Perform routine inspections of buildings and grounds to ensure cleanliness, safety, and maintenance needs.
4. Coordinate and conduct basic maintenance tasks including plumbing, electrical, carpentry, HVAC, and grounds upkeep.
5. Maintain inventory of custodial and maintenance supplies; order materials as needed.
6. Ensure compliance with health and safety regulations, including proper handling of cleaning chemicals and equipment.
7. Respond to emergency maintenance situations and facility concerns in a timely manner.
8. Collaborate with school administrators on custodial and maintenance needs and priorities.
9. Maintain records of inspections, repairs, and work orders.
10. Provide training and support to custodial staff and ensure quality performance.
11. Ensure buildings are secure, including locking/unlocking doors and setting alarms as needed.
12. Manage and coordinate fire sprinkler systems, fire alarm systems, fire alarm monitoring systems, fire suppressions systems, and elevator and boiler inspections.
13. Maintain programs and train users on all radios and radio towers at the district and school level
14. Monitor and report inclement and severe weather conditions including thunderstorms, tornado alerts and snow
15. Manage pest control services and ensures that all facilities are safe and free from infestation
16. Serve as liaison between school system and architects and/or contractors in planning additions, remodels, and new construction.
17. Assist in the development of the Lamar County Schools Emergency Preparedness Plan.
18. Develop and maintain a district-wide budget for facilities and maintenance.
19. Direct asbestos program, ensuring compliance with AHERA regulations.
20. Manage and oversee all maintenance, custodial, and grounds personnel throughout the district
21. Perform other departmental duties and act on special projects as assigned by the Superintendent.

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Qualifications and Requirements:

- Ability to establish and maintain effective working relationships with staff, vendors, suppliers, contractors, and other like parties.
- Ability to supervise people effectively.
- Ability to present information to individuals and groups.
- Ability to analyze complex problems and bring resolution.
- Physical demands - position requires standing, sitting, and walking. Lifting, carrying, pushing or pulling will not normally exceed thirty (30) pounds. Must be able to tolerate all types of weather conditions and work outside.
- Demonstrate prompt and regular attendance
- Maintain confidentiality of records, reports, information
- Conduct assigned duties in a timely manner
- Participate in professional development as needed
- Participate in staff meetings as determined by the Superintendent
- Maintain accurate, complete, and appropriate records and file reports promptly
- Abide by federal, state, local and system policies and laws

Minimum Requirements

High School Diploma or equivalent

Minimum of two (2) years of administrative experience in maintenance or equivalent field.

Experience with the following: HVAC, electrical, grounds, buildings, custodial care, plumbing and safety.

Successful completion of supplemental courses, accredited training programs, or any other licenses/certificates in facilities maintenance or construction.

Must possess a valid Georgia Driver's license and be available on call (24) hours a day.

Evaluation

A standard evaluation instrument is used for each employee.