



Cowan Community School Corporation

9401 S. Nottingham St. ▪ Muncie, IN 47302 ▪ Phone: (765) 289-4866
▪ Fax: (765) 284-0315 ▪ Website: <https://www.cowan.k12.in.us>

JOB DESCRIPTION

POSITION:	Director of Maintenance
LOCATION:	Cowan Community Schools
DAYS:	12 month position
HOURS:	8.5 hours per day (6:30-3:00), Overtime necessary at times
RATE OF PAY:	Hourly, established annually by Board of School Trustees
BENEFITS:	Medical insurance and paid absences per the Educational Support Staff Benefit Package for Directors. This is a PERF eligible position
Reports To:	Superintendent
Supervises:	Building Custodians
EVALUATED BY:	Superintendent of Schools

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and maintain all the daily operations of the facilities of the district.
- Ensure that all building systems are operating efficiently including electrical, plumbing, heating, roofs, ventilation, and air conditioning.
- Schedule equipment upgrades and replacements based on forecasted life expectancy.
- Oversee and manage the custodians throughout the district.
- Supervise and administer all maintenance on district owned vehicles and develop preventative maintenance programs.
- Authorize purchases in accordance with budgetary limitations and district policies.
- Maintain and control inventory of maintenance equipment and supplies.
- Ensure compliance with applicable federal, state, and local regulations and codes and school board policy.
- Lead the snow removal efforts for the school district to provide safe and functional roadways and sidewalks for normal school operations.
- Experience with basic computer skills (email, word processing, ordering, etc.)
- Strong interpersonal skills for working with staff, parents, and vendors.
- Willingness to obtain Indiana Operator Certification for drinking water.