



**Job Title:** Assistant Maintenance Manager

**Department:** Maintenance and Plant Operations  
**Reports to:** Director of Maintenance and Plant Operations  
**Grade:** BG-6  
**Number of Days:** 12 Months  
**Security Access:** 24/7 access all schools  
**Current Date:** March 30, 2016  
**Overtime Status:** Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The Assistant Maintenance Manager will assist with the supervision and oversight of the Maintenance shops. The Assistant Maintenance Manager will also be responsible for understanding all aspects of maintenance operations. The Assistant Maintenance Manager will be the primary point of contact for maintenance projects. Projects may include: new facility construction, relocation, renovation, and/or maintenance. The employee will manage multiple assigned projects from award through project closeout. The Assistant

Maintenance Manager will work cohesively with Bond office, Director of Facilities, staff, site principals, management, subcontractors, suppliers, engineers, architects, and clients to ensure all project requirements are carried out successfully for project work regarding changes in building layout and building infrastructure for projects that fall under the maintenance department.

The employee will be responsible for planning and designing current and building renovations that fall within the scope of the maintenance department from the pre-construction bid process, contract negotiation with construction contractors, and all aspects of the construction and post-construction phases.

The employee must have a general knowledge of all skilled crafts and licensed trades at maintenance, aptitude to communicate well with others and capable of creating good working relations with all personnel. Must have experience in organizing work, setting priorities and meeting deadlines for assigned projects. Must have experience in large and small construction renovation in a commercial setting (preferably in education sector).

### **Minimum Qualifications:**

#### **Education:**

- High School Diploma or equivalent.

#### **Experience:**

- Must have a minimum of 5 years experience working with construction contractors and city inspectors.
- Must have a minimum of 5 years experience in project management.
- Must have experience managing multiple maintenance skilled crafts and personnel at multiple locations.
- Must have experience managing licensed trade crafts and personnel at multiple locations.
- Must have experience with project plans and specifications.
- Must have experience in all aspects of building construction including design layout, city codes/regulations, and infrastructure demand on utilities usage.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations.

- Manage shop personnel, training, staffing, timekeeping, etc.
- Staff & site safety compliance.
- Screen, coordinate and prioritize work orders & requisition requests.  
Study cost, analyze jobs/projects, confer & interpret specifications & coordinate efforts with outside and internal craftsmen.
- Represent the District on various committees as assigned by the Director of Maintenance.
- Assume the responsibilities of the Maintenance Manager in their absence.
- Oversee quality control inspections and site audits to verify quality of work on both projects and routine maintenance items.
- Coordinate and assist the Director of Maintenance and all other district buildings, by serving as a liaison and source of information to staff, the community, and other departments on school facilities and needs.

- Attend workshops and conferences; keeping informed on current trends that affect job responsibilities.
- Serves as primary point of contact for all project work and primary point of contact for all relations between Bond office and Maintenance department.
- Supervises general contractors hired to assist with renovations as assigned by the Director of Maintenance to the existing structure(s).
- Manage all aspects of the assigned projects from start through closeout.
- Manages multiple projects requiring effective interaction and coordination with internal district departments as well as external parties.
- Project Setup
- Issue purchase orders for all materials
- Proper project documents to owner (including but not limited to contracts, bonds, insurance, SWPPP documents, etc.)
- Create Master Project Schedule
- Subcontractor Packets
- Preparation, processing and tracking of submittals and shop drawings
- Attend all Project Meetings
- Pre-construction meeting
- Jobsite Meetings as required
- Substantial and Final Completion Meetings as required
- Review Daily Time Sheets and Reports
- Maintain and keep current all construction documents (Submittals, RFI's, change orders, etc.)
- Maintain and perform weekly update of project schedule
- Conduct regular field inspections ensuring compliance with contract documents
- Submit weekly project status report to the Director of Maintenance
- Project Closeout
- Perform project walk through with contractors/ construction superintendent
- Generate internal punch list (including Bond Projects)
- Ensure all punch list items are complete
- Schedule Final Walk Through
- Submit all required close out documents
- Clean up and store final project file including all electronic documents

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Successful contract negotiation skills.
- Strong conceptual, analytical, and managerial skills.
- Excellent interpersonal skills and a team player.
- Excellent verbal and written communication skills.
- Ability to meet deadlines and work in a structured corporate environment.
- A desire to excel.
- Must be proficient in the use of a computer, databases, Excel, Word, etc.
- Must have experience with CMMS software.

- Knowledge general federal, state and local building codes and OSHA codes as related to facility compliance.
- Must be able to read and understand project plans and specifications.
- Knowledge of building systems (electrical, HVAC, plumbing, fire protection).
- Must have ability to read and interpret construction documents and build strong relationships with contractors.
- Must be able to manage multiple projects concurrently.

**Other:**

- Must be able to work a flexible schedule including evenings and weekends.

**Customer Contacts (Internal and External):**

- Internal: Principals, Administrators, Teachers, Students & Employees
- External: Parents, Corporate Entities, Neighbors & Vendors

**Supervisory Responsibility:**

- Directly supervises Maintenance Forepersons, Leads, and front line staff.

**Working Conditions:** Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Standard office environment
- Travel between locations

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