

# Forsyth County Schools Job Description



Job Title: MAINTENANCE DISPATCHER

FLSA Status: NON-EXEMPT

Salary Schedule/Days: SUP/240 DAYS

Location/Department: FACILITIES

Retirement Plan: TRS

## POSITION SUMMARY

Manage and coordinate maintenance and facilities services across multiple school sites. Serve as the primary point of contact for reporting and resolving maintenance issues, scheduling routine and emergency repairs, and ensuring the effective operation of facilities.

## QUALIFICATIONS

### Certifications, Licenses or Permits:

- Valid Georgia Driver's license required.

### Education, Experience, and Other Requirements:

- High School Diploma or State approved High School Equivalency (HSE). Additional education preferred.
- Knowledge of Microsoft Office Suite.
- Background in any trade (i.e. carpentry, electrical, HVAC, plumbing) preferred.
- Knowledge or background in a work order type database preferred.
- Proven ability to work with others in a confidential, cooperative, and service-oriented manner; excellent listening and communication skills.
- Ability to multitask in a fast paced environment with frequent interruptions and distractions.
- Ability to be regularly, predictably, and reliably at work.
- Ability to be present at the physical worksite.
- May be regularly required to stand, sit, crouch, crawl, push/pull, and lift up to 50lbs.

## ESSENTIAL DUTIES

- Act as a primary receptionist for visitors and answer all incoming calls to the maintenance office.
- Receive work orders by phone/work order system. Ensure work order meets required criteria (if not pass work order onto Maintenance Supervisor for review) determine appropriate trade, technician, and assign work order accordingly.
- Review entire department's open work orders weekly for accuracy. Check for duplicates etc. and make changes as necessary.
- Receive all HVAC alarms and make work orders as needed when issues arise.
- Receive all droplet leave forms for the entire department, save in shared drive, and update shared leave calendar.
- Monitor departments GPS fleet daily and report to Maintenance Supervisor with any issues. Pull reports as requested.
- Assist with asset database and disposal of equipment throughout the entire county.
- Type yearly backflow inspection reports and email them to Forsyth County Water and Sewer Department and City of Cumming Utilities.
- Type key lists for all school locations as needed and maintain accurate records.
- Train and assist technicians with all aspects of database.

- Oversee technicians' uniform service. Coordinate and changes or upgrades to uniform company.
- Organize and maintain office materials, filing systems, and maintain workspace for an efficient office.
- Review daily time reports from work order system and report Maintenance Supervisor with any issues. Print delta time clock report weekly and give to HVAC coordinator for review.
- Receive all parts/inventory invoices for Maintenance department, match up with appropriate work order or warehouse reorder, post accordingly, and send to Facilities to process for payment.
- Enter all inventory adjustments into inventory database when cycle counts occur. Main warehouse will be yearly, and vans will be four per month.
- Update bid contracts for inventory department in database yearly per vendor.
- Review all completed PM work orders daily to ensure accuracy. Make any corrective work orders that are needed or ensure a work order has been made for repairs.
- Backup for all office staff including inventory department if and when needed.
- Perform other duties as assigned.

Reviewed By: MATTHEW WARK (APPROVED)

Date: 4/24/2025

Approved By: DERRICK HERSHEY

Date: 4/24/2025

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