



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

DIRECTOR OF MAINTENANCE, OPERATIONS & FACILITIES

**DEPARTMENT/SITE: MAINTENANCE
OPERATIONS &
FACILITIES**

**REPORTS TO: ASSISTANT SUPERINTENDENT,
BUSINESS SERVICES**

SALARY SCHEDULE: Management (Group 02)
LEVEL: Range 01
WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective:.....August 12, 2021

JOB GOAL/PURPOSE:

Under the supervision and direction of the Assistant Superintendent, Business Services, serves as Director by planning, organizing, and directing the maintenance, alteration, repair, and cleaning of school facilities, functions and activities of the transportation program; oversees grounds, maintenance work to be performed by maintenance and operations, custodial personnel, and supervises, coordinates, and evaluates assigned personnel. The incumbent in this classification provides the school community with clean and safe buildings, facilities, and grounds which directly supports student learning.

DISTINGUISHING CHARACTERISTICS

Incumbent performs highly specialized professional level and administrative work, is responsible for overseeing a large department and staff, and exercises a high degree of discretion and independent judgment in the performance and execution of assigned duties. Decisions made in this position significantly affect the facilities operations of the district. Oversees the establishment and maintenance of the budget and all procedures required for the efficient operation of school facilities.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Develop and maintain a 5, 10, and 20-year maintenance plan.
- Receive guidance and direction on modernization and other facilities related projects.
- Assign and recommend maintenance and grounds contracts for services not provided by District personnel.
- Maintain school facilities in clean, safe, and good condition; supervise and/or perform repairs on various district equipment and facilities as needed.
- Develop, administer and monitor departmental budget, including making forecasts and recommendations.
- Coordinate all public use of school site fields and facilities.
- Interview, select, assign work to, evaluate, and supervise all district Maintenance and Custodial personnel.
- Inform and coordinate district transportation needs for study trips, special events, etc.

- Train and conduct in-service sessions for departmental personnel as necessary or required.
- Perform onsite inspections of district buildings and grounds to determine needed and preventive repairs and services.
- Determine work priorities and procedures; assign appropriate personnel to complete projects.
- Confer with and advise district administrators regarding maintenance repairs, new equipment, and safety standards.
- Prepare reports, attend meetings and workshops, and make presentations, as necessary.
- Inspect completed maintenance and grounds projects for compliance with departmental standards, requirements and contract compliance.
- Generate records, reports, and other communications with governmental agencies, school personnel, commercial vendors, students, and the general public.
- Interpret, modify, and disseminate laws, regulations, and practices governing the construction and repair of school buildings, as well as the requirements for maintaining school buildings, grounds, and equipment in a safe, clean, healthy and orderly condition.
- Coordinate contracts and work activities with outside contractors and professional service providers as required.
- Responsible for implementation to district-wide recycling program, disaster preparedness, storm water management, and safe use and training related to the use of chemicals and pesticides.
- Responsible for district security coverage and coordination; address building, grounds, and equipment safety issues.
- Assist and consult with Assistant Superintendent, Business Services with planning for new buildings, facilities and modernizations.
- Ensure compliance with the District maintenance work order system.
- Responsible for tracking district's maintenance, repair records, and inventory.
- Perform other functions, duties and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Building construction codes, practices, laws, and safety rules related to the construction and repair of public school buildings and grounds
- District Strategic Plan Goals and Facilities Master Plan guiding principles modern sustainability practices and regulations
- Management principles and practices including budget development and administration theories, techniques, and methods of maintenance, custodial program management
- Health and safety regulations
- Safe driving and vehicle maintenance procedures
- Principles of staff supervision, training, safety, and performance evaluation
- Safe working methods and procedures

Skills:

- Computer proficient in word processing, spreadsheet, and business software
- Interpersonal skills, including use of tact, diplomacy, patience and courtesy
- Correct English usage, including grammar, spelling, punctuation and vocabulary
- Budget preparation and control

- Effective problem solving

Ability to:

- Read, interpret, and work from drawings and blueprints; process and expedite all local, county and state permits, forms, licenses, policies and programs (AHERA, Energy Conservation, Disaster Preparedness)
- Estimate material and labor costs
- Be available 24 hours a day in the event of an emergency
- Communicate effectively to express ideas and provide information in concise, and understandable verbal and written forms
- Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public
- Manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale
- Analyze, interpret and prepare financial statements, reports and technical data
- Prepare and monitor budgets and expenditures
- Collect, investigate and analyze data and prepare reports and manuals
- Establish and maintain effective and cooperative working relationships with all persons contacted in the course of performing assigned duties
- Read, interpret, apply and explain laws, rules, regulations, codes, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Work independently with little work direction
- Demonstrate friendly customer service skills
- Select, supervise, train and evaluate assigned staff

EDUCATION REQUIRED:

Bachelor's Degree preferred in areas of Engineering, Project Management, or related field.

EXPERIENCE REQUIRED:

Five (5) years of experience in maintenance, operations, custodial services, grounds, facilities, or related function.

LICENSE(S) REQUIRED:

- Possession of a valid California driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative pre-employment drug screen test at District's expense
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Warehouse, school environment, offices, classrooms, playground, assembly rooms

- Driving a vehicle to conduct work
- Prolonged heavy physical labor; great physical demand for strength and endurance; lifting and carrying heavy equipment and furniture up to 50 pounds of repetitive lifting
- Dexterity of arms, shoulders, hands, and fingers to perform duties and operate a computer keyboard; dexterity of hands and fingers in order to operate equipment
- Climbing ladders; standing for extended periods of time; pushing or pulling; walking; reaching overhead, above the shoulders and horizontally; bending at the waist, kneeling or crouching
- Vision in order to drive, supervise work, and read a variety of materials, seeing to ensure safe and efficient procedures
- Hearing and speaking to exchange information and make presentations
- Potential for contact with blood, other body fluids, bloodborne pathogens and communicable diseases, chemicals and solvents including antiseptics and disinfectants, biomedical waste/hazards, working at heights, traffic noise from equipment operation; exposure to fumes, dust, and odors