

**MT DIABLO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Assistant Director, Maintenance, Operations & Facilities  
**REPORTS TO:** Executive Director Maintenance, Operations & Facilities  
**DEPARTMENT:** Maintenance, Operations & Facilities  
**CLASSIFICATION:** Classified  
**SALARY:** DMA Range Director III  
**BOARD APPROVED:** May 8, 2024 Pending Approval

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**SUMMARY DEFINITION:** Under direction and general supervision of the Executive Director of Maintenance, Operations & Facilities, plans and organizes services throughout the District. This position continually monitors these services to ensure District standards are met. The Department of Maintenance, Operations & Facilities physically services all lands, structures, installations, fixtures, furnishings and equipment of the district. The Assistant Director's position necessitates a constant and complete cooperation with the administrative officials of every school and District departments for expedition of necessary work. The Assistant Director shall have a positive attitude and be dedicated to ongoing and continual improvement and development; research and keep current with new methods and techniques. As a member of the management team, the Assistant Director also cooperates with other managers in the formulation and implementation of District policies.

**ESSENTIAL FUNCTIONS** (to include, but not limited to):

**E = Essential Functions** (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assist in the development and implementation of goals, objectives, policies and procedures related to the Maintenance, Operations & Facilities Department, including assisting with planning and directing the maintenance, repair and construction of District buildings, facilities and equipment of District buildings. **E**
- Plans, organizes, and implements long and short term programs and activities designed to enhance maintenance, groundskeeping and custodial operations, construction, reconstruction, alteration projects, security programs, relocation of school buildings and facilities, and other capital outlay projects. **E**
- Assists in the design, plan, supervision, and coordination of public works projects for all district facilities and represents the District on construction sites in contact with contractors, engineers, commissioned architects, and the public for the purpose of coordinating activities and ensuring activities achieve District objectives. **E**
- Assists with the development and preparation of the annual preliminary budget for the Maintenance, Operations & Facilities Department; analyzes and reviews budgetary and financial data; and authorizes expenditures in accordance with established limitations.
- Research, test, and demonstrate and make recommendations regarding the purchase of new supplies and equipment.

- Coordinate a program for the regular inspection of district building facilities/systems in order to plan the annual deferred maintenance projects. **E**
- Assists with the development and monitoring of the Facilities Master Plan, and long-range facility planning based on accepted growth projections.
- Assists with the preparation and maintenance of a variety of narrative and statistical reports, records and files related to engineering, construction and personnel issues and activities.
- Assists in the Williams Case Monitoring Program and monitoring requirements.
- Communicate with personnel, outside organizations, inspectors, architects, and the public to exchange information, coordinate activities and resolve issues or concerns.
- Train and evaluate the performance of assigned staff; participate in recruitment process, interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures. **E**
- Assists in Civics Center program including collecting, tracking, verifying and reporting.
- Respond to or coordinate a response to emergency calls after hours. Will assist in emergency response to ensure the District facilities are secure and operational, as needed. **E**
- Operates a computer and assigned software programs; operates other office equipment as assigned; and operates a vehicle to conduct work.
- Provide technical expertise, information, and assistance to the Executive Director and perform related assigned functions. **E**

### **DESIRABLE QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** A combination of education, training and experience equivalent to five (5) years of experience, with increasing responsibility, and familiarity in the area of maintenance, groundskeeping, custodial, facilities maintenance, school district operations and/or the administration of facility compliance programs, including supervisory responsibility. Three (3) years of knowledge and experience managing complex facilities projects, preferably in public schools, including the supervision of various levels of staff in the following trades: electrician, HVAC, carpentry, plumbing, elevators and maintenance in general.

### **KNOWLEDGE OF:**

- Technical and maintenance experience preferably related to facility maintenance, repair and construction of a variety of buildings and facilities, including Uniform Building Codes, Building Management Planning and/or administration of facility compliance programs, including method, materials, tools, terminology and equipment used while maintaining grounds, buildings and facilities in good repair
- Knowledge of applicable federal, state and local laws, regulations and procedures, including Department of State Architect (DSA) and OSHA/Cal-OSHA regulations
- Knowledge of basic principles and practices of engineering design

- Knowledge of budgeting procedures
- Knowledge of building teams and directing staff
- Principles of organization and management
- Analyzes data to manage systems to improve work flow, simplify procedures and/or reduce costs
- Knowledge based competencies in the areas of Custodial, Grounds and Maintenance
- Keeping detailed records
- Oral and written communication skills

**SKILL IN:**

- Methods of data monitoring and recordkeeping
- Current office terminologies, practices, procedures and equipment
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

**ABILITY TO:**

- Communicate, understand and follow both oral and written directions effectively.
- Operate modern technology equipment and programs
- Complete work with many interruptions
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities
- Determine appropriate action within clearly defined guidelines
- Establish and maintain cooperative and effective working relationships with others
- Estimate material, labor, equipment and time requirements
- Inspect projects for accuracy, completeness and compliance with established specifications
- Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Monitor and assure adequate levels of equipment and supplies
- Operate a computer and assigned office equipment
- Organize and direct operations and activities involved in custodial and maintenance work
- Participate in the recruitment, screening and processing of new personnel
- Plan and organize work
- Plan, develop and implement safety and security programs
- Prepare and maintain accurate records and reports
- Train and evaluate the performance of assigned personnel
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with a diverse range of people.
- Work independently and confidentially with discretion and little direction.
- Learn new or updated computer software programs to apply to current work.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes.
- Apply integrity and trust in all situations.
- Learn District organization, operations, policies, objectives and goals.
- Interpret, apply and explain laws, rules, regulations, policies and procedures

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions. Emergency call-out responsibilities.

**PHYSICAL DEMANDS:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; walk to conduct inspections; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; and lift light objects.

**LICENSES AND CERTIFICATES:**

Possession of a valid California Driver's License is required.

**OTHER QUALIFICATIONS:**

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

BOARD APPROVED: \_\_\_\_\_

Salary Range: Director III, 261 days