

DIRECTOR, MAINTENANCE & OPERATIONS

SUMMARY DEFINITION:

Under direction of the Chief Business Officer, organizes, plans, and manages the building, grounds, maintenance, landscaping and custodial activities for the district, and performs other administrative duties as assigned.

DIRECTLY RESPONSIBLE TO:

Chief Business Officer

EXAMPLES OF DUTIES (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).

- Plans, directs and coordinates the district maintenance and operations programs. **E**
- Administers the building security program. **E**
- Coordinates, directs and schedules major maintenance, capital outlay and supports new construction projects. **E**
- Directs the preparation of estimates, cost data and other reports. **E**
- Coordinates training programs for all maintenance and operations staff. **E**
- Develops and administers the budget for facility improvement/maintenance projects, as well as the Maintenance and Operations Department. **E**
- Provides for inspection of buildings and facilities on a regular basis. **E**
- Represents the district to parent and community groups on matters related to Maintenance and Operations issues and improvements. **E**
- Attends Board meetings and makes reports/presentations as necessary. **E**
- Plans and directs the Maintenance and Operations management information systems. **E**
- Responsible for developing and maintaining effective planning and communication systems with users as well as within the department. **E**
- Maintains liaison with governmental agencies with respect to safety, health regulations and security matters. **E**
- Supports the coordination and development of educational specifications for facilities required to implement educational programs. **E**
- Monitors, analyzes, and makes recommendations on legislation related to school maintenance and operations issues. **E**
- Prepares and presents special facility, financial and department project reports to the Board of Education, Superintendents, school sites, and community groups. **E**
- Trains, supervises and evaluates the performance of subordinate personnel. **E**
- Assist subordinate managers in resolving employee performance deficiencies. **E**
- Attends job related meetings and activities specified by the Chief Business Officer and Superintendent. **E**
- Establish, maintain and update departmental operating policies and procedures.

- Coordinates and directs all regulatory compliance programs, including but not limited to Playground Safety and Inspection, safety and environmental mandates, pesticide application/notification, Lead Safety, Science and Laboratory Safety, Hazards Communication, Indoor Air Quality, Storm Water Protection, preparing and submitting Hazardous Materials and Business Plans. **E**
- Performs additional duties assigned by the Chief Business Officer. **E**

DESIRED JOB RESPONSIBILITIES:

- Skill in all phases of financial record keeping.
- Skill in preparing financial reports according to established guidelines.
- Skill in the preparation of reports and budgets.
- Skill in communicating with diverse groups in a manner that positively represents the district.
- Skill in planning and organizing maintenance and operations projects.
- Skill in establishing and maintaining effective working relationships with others.
- Skill in operating a computer and using spreadsheet and word processing programs.
- Skill in employing data collection, analytical methods and procedures.

EDUCATION AND EXPERIENCE:

Must possess the following requirements of the equivalent for each of the items:

- Any combination of education and experience equivalent to: Bachelor's degree in business administration, engineering, construction maintenance, or related field.
- Five years increasingly responsible experience in school or public projects, including two years in a supervisory capacity.

KNOWLEDGE OF:

- Knowledge of school district operations and procedures.
- Knowledge of principles and practices of contract administration, construction management, building trades, labor compliance, and maintenance of structural, mechanical, electrical and all other utility distribution systems related to the operation of school and administrative building and facilities.
- Knowledge of legal requirements, industry practice and procedures required in support of custodial and maintenance operations in a public education environment
- Knowledge and ability to control a large maintenance operation, including budget.
- Knowledge of appropriate safety precautions and all applicable laws, regulations and codes.
- Knowledge of modern cleaning methods, including basic methods of cleaning and preserving floors, carpets, furniture, walls, and fixtures.
- Knowledge of building security systems, anti-intrusion, and theft prevention methods, energy management and utilities conservation measures.
- Knowledge of budget process and fiscal management

ABILITY TO:

- Ability to exercise good judgment and tact.
- Ability to cope with crisis and emergency situations.
- Ability to initiate and coordinate programs and projects.

- Ability to train and supervise selected staff.

Licenses and Other Requirements:

Possession of a valid California driver's license and proof of insurance are required.

Working Environment:

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work and speak to exchange information. The ability to stand and sit for extended periods of time, reach overhead, above the shoulders, and horizontally, or bend at waist to retrieve and store files. Reading, writing, operating computer keyboard.

Physical Abilities:

Hear and speak to make presentations and exchange information in person and on the telephone; communicate so others will be able to clearly understand normal conversation; dexterity of hands and fingers to operate a computer keyboard and manipulate paper; see to read, prepare documents and reports and to observe other personnel; sit or stand for extended periods of time; work at a desk, conference table, small student classroom table, or in meetings in various configurations; hear and understand speech at normal levels; kneel, bend at the waist, reach overhead, above the shoulders, and horizontally; lift objects weighing up to 25 pounds.

BOARD APPROVED:

Salary Range: DMA Range 25, 261 days