

Position: Assistant Director, Maintenance and Operations
Department: Maintenance and Operations
Reports To: Director, Maintenance and Operations

Pay Grade: Classified Management
DMA / Range 16
Salary Range: \$90,696-\$110,231

SUMMARY

Under the direction of the Director of Maintenance and Operations, plans and organizes District maintenance, groundskeeping and custodial operations, construction, reconstructions, alteration projects, relocation of school buildings and facilities and other capital outlay projects; reviews plans, inspects construction projects, conducts investigations and provides recommendations to the Director of Maintenance and Operations related to construction activations; and trains and supervises the performance of assigned personnel.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists in the design, plan, supervision, and coordination of public works projects for all district facilities;
- 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;
- Meet with Division of State Architect (DSA) as required for plan review and DSA approval; provide necessary licensed architect's signature on plans submitted to DSA; inspect work in progress and upon completion; maintain liaison with contractors. Assist with planning, organizing, and supervising the activities of project inspectors, architects, and other consultants. Provide quality assurance and inspection and services. Provide input for district construction standards and assist with the development of district specifications;
- Assists with the development and monitoring of the Facilities Master Plan, and long-range facility planning based on accepted growth projections;
- Develops plans and specifications for District construction and renovation projects; prepares construction specifications and cost estimates as appropriate; monitors and supervises District construction and renovation projects and outside contractors to ensure that the educational needs are met and high standards in material and workmanship are maintained;
- Reviews, analyzes, and interprets plans, estimates, specifications, shop drawings, change orders and submittals for the purpose of determining and coordinating construction activities in meeting District building and facilities' needs, and requirements of State and local building codes, ordinances and regulations;
- Serves as a liaison between District personnel and planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; responds to inquiries and provides information concerning construction activities; and consults government officials to assure compliance with laws and regulations related to financing, planning and construction of school facilities;
- Provides technical expertise, information and assistance to the Director of Maintenance and Operations regarding groundskeeping, maintenance and custodial activities, construction projects and activities; assists in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; and advises the Director of Maintenance and Operations of unusual trends or problems and recommends appropriate corrective action;

- Coordinates maintenance activities related to outside contractors; recommend work to be performed by contract; prepare preliminary designs, sketches, final plans, and specifications for work to be performed;
- Plans and organizes District maintenance, groundskeeping and custodial operations, construction, reconstruction, alteration projects, security programs, relocation of school buildings and facilities, and other capital outlay projects;
- Develops and administers schedules, work assignments, and provides in-service and safety training for all personnel assigned;
- Develops and organizes a program of preventive maintenance for buildings, vehicles and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement;
- Coordinate a program for the regular inspection of district building facilities/systems in order to plan the annual deferred maintenance projects;
- Plans, organizes, and implements long- and short-term programs and activities designed to enhance construction, groundskeeping, maintenance and custodial programs and services; and receives and reviews requests for alterations, remodeling and other projects;
- Develops and administers the District Hazardous and Toxic Waste Program, the District Asbestos Management Program, the District Injury and Illness Prevention Program, and other safety programs as may be directed by the District Administration;
- Trains and supervises the performance of assigned personnel; interviews in conjunction with Human Resources and selects employees and recommends transfers, reassignment, termination and disciplinary actions;
- 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 with the development and preparation of the annual preliminary budget for the Maintenance and Operations Department; analyzes and reviews budgetary and financial data; and controls and authorizes expenditures in accordance with established limitations;
- Operates a computer and assigned software programs; operates other office equipment as assigned; and operates a vehicle to conduct work;
- Attends and conducts a variety of meetings as assigned; attends pre-bid and pre-construction meetings and provides input; and
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires strong working knowledge of applicable Federal, State and local building codes, ordinances, and regulations; building trade standards, terminology, and construction methods; occupational health and safety standards; inspection methods, including process of change orders, job progress and payment forms, reports and mathematical computations used in building inspections; thorough knowledge of cost estimating and specifications; blueprint reading and large and small project management; knowledge of planning, organization and direction of maintenance, grounds and custodial activities; methods, materials, tools

and terminology used in construction, maintenance, groundskeeping and custodial activities; requirements of maintaining buildings in a safe, clean and orderly condition; budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, ordinances, regulations, policies and procedures; long- and short-term programs designed to enhance construction programs and services; interpersonal skills using tact, patience and courtesy; and operation of a computer and assigned software.

Abilities: Requires the ability to plan and organize District maintenance, groundskeeping and custodial operations, construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; supervises the performance of assigned personnel; reviews plans, inspects construction projects, conducts investigations and provides recommendations related to construction activities; estimates time and material needs for major maintenance, groundskeeping and custodial projects; interprets construction specifications, architectural drawings, diagrams and schematics, communicates effectively both orally and in writing; interprets, applies and explains rules, regulations, policies and procedures; establishes and maintains cooperative and effective working relationships with others; operates a computer and assigned office equipment; analyzes situations accurately and adopts an effective course of action; meets schedules and timelines; works independently with little direction; plans and organizes work; prepares comprehensive narrative and statistical reports; directs the maintenance of a variety of reports and files related to assigned activities; and maintains consistent, punctual and regular attendance.

Physical Abilities: With or without the use of aids, requires sufficient visual acuity to recognize letters and numbers, to read printed materials; sufficient hand/eye coordination and manual dexterity to write and operate a personal computer keyboard; ability to hear and understand in person and on the telephone; speak to exchange information and make presentations; see to read a variety of materials; and sufficient body movement and mobility to drive an automobile and climb ladders to inspect construction sites.

Education and Experience: A minimum of an Associate degree from an accredited institution, certification from an accredited institution or equivalent years of supervisory experience in the area of maintenance and operations and facilities.

Licenses and Certificates: Possession of a valid California Driver's License issued by the California Department of Motor Vehicles, TB Test clearance, Criminal Justice Fingerprint clearance.

Board Review: February 12, 2018