

## **DIRECTOR, MAINTENANCE AND OPERATIONS**

### **DEFINITION**

Under the direction of the Associate Superintendent of Business Services, the Director of Maintenance and Operations will direct, plan, coordinate and supervise the District's building and grounds maintenance and custodial operations related functions and activities, and assure efficient and cost-effective departmental operations; supervise and evaluate the activities and performance of assigned personnel; and perform all other related duties as assigned.

### **ESSENTIAL DUTIES**

- Organize, coordinate and direct all activities related to the facilities, maintenance and operational performance and functions to assure safety, economy, effective communications, efficient use of the District's equipment and supply resources to effectively maintain the appearance and condition of buildings, grounds and equipment.
- Review, evaluate, and monitor the performance of supervisory and lead personnel, and direct and advise on the methods and procedures of needed work, supply and equipment, to assist with solving problems and determine future requirements of personnel and materials.
- Communicate with District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance and operations requirements.
- Prepare and administer the departmental budget; monitor and control expenditures of resources according to established fiscal policies, and administer other funding allocations for capital improvements.
- Develop District building and design standards, and lead in the development of public bid specifications for facilities construction renovation projects.
- Lead in the Planning of the District's deferred maintenance program, and implement short and long term programs related to the preventative maintenance of District facilities.
- Schedule, assign and inspect work of assigned personnel; analyze staffing requirements and make recommendations; schedule and conduct in-service training for staff as needed.
- Research, analyze and interpret technical data related to large-scale capital improvement and maintenance and operations projects, and make recommendations concerning work to be performed by outside contractors; select and approve the purchasing of equipment and supplies within established guidelines.
- Review incident and accident investigation reports and determine appropriate action.
- Insure departmental compliance with a variety of health and safety regulations related to fire hazards, toxic waste removal and asbestos management; assure compliance with local, State and Federal laws, rules and regulations as required.
- Evaluate and update new technology, theory and practices in the areas of the maintenance and repair of the District's facilities and grounds; monitor new related legislation and revisions to state programs concerning school facilities maintenance and operations.
- Counsel and advise District personnel and members of the education community regarding maintenance and operations related problems and concerns.
- Prepare agenda items for Board of Education meetings, and submit all required written reports in a timely manner.
- Respond, evaluate, and maintain services as needed due to emergency situations pertaining to District buildings, grounds and equipment.
- Perform all other related work as assigned or required.

## **QUALIFICATIONS**

**Knowledge of:** Methods, techniques, materials and equipment utilized in school facilities maintenance, repair, and construction used in the various crafts including carpentry, plumbing, painting, electrical and HVAC work; building construction practices; legal mandates, policies, regulations and guidelines pertaining to the maintenance and construction of school facilities, office buildings and equipment; safe working methods and procedures.

**Ability to:** Organize, coordinate and direct maintenance, construction and cleaning projects to completion; interpret blueprints, plans, drawings, schematics and other data pertaining to the maintenance, and construction of school facilities, office buildings and equipment; effectively serve as a liaison to contractors and vendors performing District service; accurately estimate cost of repair and construction of facilities; communicate effectively in oral and written form; understand and follow oral and written directions with minimal accountability controls; effectively and efficiently operate a computer and related equipment; establish and maintain cooperative working relationships.

## **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that persons within this classification must perform in carrying out essential job functions.

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
  - will walk or stand for extended periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
  - must possess the ability to hear and perceive the nature of sound
  - must possess visual acuity and depth perception
  - must be capable of providing oral information, both in person and over the telephone
  - must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects
  - may be occasionally exposed to hot, cold, wet, humid or windy conditions caused by weather
- Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

## **EXPERIENCE AND EDUCATION**

**Experience:** Five years of progressively responsible experience in one or more of the building trades that pertain to the maintenance, repair and construction of school facilities, including three years experience supervising extensive maintenance programs in a public school environment. Proficient use of computers and applicable software is desirable.

**Education:** Bachelor of Arts degree with a major in Business Administration, Construction Management, Architecture, Engineering or a related field.

**License Requirement:** Verification of the possession of a valid California Motor Vehicle Operator's license.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required. Finalists scheduled for an interview must provide a current DMV printout (not more than 30 days old) prior to the interview.