

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DIRECTOR OF MAINTENANCE/OPERATION/TRANSPORTATION

DEFINITION

Assists the Assistant Superintendent of Business and Financial Services in planning, coordinating and directing the Maintenance, Transportation, Warehouse, Custodial and Groundskeeping operation of the school district; and does related work as required.

GOALS OF EFFECTIVE PERFORMANCE

Quality maintenance of school buildings, grounds and properties. Efficient operation of school plants and offices. High standards of work place safety.

EXAMPLE OF DUTIES

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Confers with and directs the activities of maintenance, transportation, warehouse, custodial and groundskeeping personnel regarding planning, scheduling and implementing these operations.
- Evaluates progress and develops recommendations regarding future needs of the programs.
- Supervises, consults, demonstrates, monitors personnel regarding methods and procedures, supply and equipment needs and use, conflict resolution.
- Confers with school officials regarding implementation of the maintenance, operations and transportation programs.
- Establishes and maintains routing systems, efficient scheduling, coordination, and dispatching of school buses and other transportation vehicles for home-to-school transit, field trips and extra curricular activities.
- Directs the work of bus drivers, district mechanics and transportation office clerical employees.
- Reviews, approves, prioritizes work requisitions; plans, prepares, submits recommendations, and implements approved department budget plans and implements a cost accounting procedure; in cooperation with the Business Office, determines future stock, materials and manpower needs.
- Prepares and reviews cost estimates of repair, construction or remodeling work.
- Submits recommendations and implements the approved Deferred Maintenance budget.
- Coordinates set-up and preparation of facilities and equipment for special events.
- Consults and advises contractors regarding design and construction or alteration of facilities and buildings.
- Prepares and reviews plans and specifications.
- Regularly inspects District facilities and grounds for compliance with health and safety standards.
- Supervises and directs activities of employees.
- Provides for in-service training of new and continuing staff.
- Prepares and reviews evaluations of employees supervised and is responsible for employee performance evaluations prepared by supervisors under direction of the Director.
- Prepares and reviews recommendations for employment, transfer, promotion or termination, working closely with the Personnel Department in these activities.
- Confers with the Assistant Superintendent of Business and Financial Services in determining and assigning overtime work.
- Prepares and approves vacation schedules; uses policy and discretion in approving leaves of absence; implements the policies of the District and laws of the State.
- Complies with State requirements for health and safety.

SPECIAL REQUIREMENTS

Possession of an appropriate operator's license issued by the California Department of Motor Vehicles. Must be available to respond to emergencies outside the regular work days.

REPORTS TO: - Assistant Superintendent of Business and Financial Services.

QUALIFICATIONS

<p>Knowledge of:</p> <ul style="list-style-type: none"> • Tools, materials, methods, terminology used in various maintenance trades work; methods, materials and equipment used in custodial and groundskeeping work. • Requirements of maintaining district facilities, grounds and classrooms in a safe, clean and orderly condition. • Building construction practices, and local and State laws affecting the construction and repair of school buildings. • Safe work practices and safety regulations. • Principles and techniques of supervision and training, and employee relations. • Basic principles of program budgeting and forecasting of stock, material, and manpower needs. 	<p>Ability to:</p> <ul style="list-style-type: none"> • Plan and organize the work involved in maintaining school facilities, custodial and groundskeeping operations. • Inspect and evaluate the cleanliness of buildings, grounds, and classrooms. • Accurately estimate cost of building repair and construction work. • Maintain accurate and current records. • Direct, supervise, and evaluate the work of others effectively. • Establish and maintain cooperative working relationships. • Maintain positive and effective relationships with the District tenants.
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EXPERIENCE

Five years of increasingly responsible training in transportation, custodial/building and grounds maintenance and equipment, including 4 years in a supervisory capacity.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment and Associated Tasks which may be required of positions in this class. Manhattan Beach Unified School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Personnel Department for further information.

PHYSICAL DEMANDS	ASSOCIATED TASKS
<p>Vision: (which may be corrected)</p> <p>Read small print</p> <p>See small objects at a distance of 4 feet</p> <p>See small objects at a distance of 25 feet</p> <p>Use peripheral vision</p>	<p>To perform tasks such as to:</p> <p>Read safety instructions and cleaning labels</p> <p>Use tools at arms length to tighten screws and replace ballast</p> <p>Drive an electric cart and district vehicle</p> <p>Safely operate a vehicle on district property and public roads</p>
<p>Hearing : (which may be corrected)</p> <p>Understand speech over a telephone</p>	<p>To perform tasks such as to:</p> <p>Place supply orders with vendors</p>
<p>Speech:</p> <p>Speak with a level of proficiency and volume to be understood in a telephone and in face-to-face public contact</p>	<p>To perform tasks such as to:</p> <p>Communicate with administrators, supervisors, and vendors</p>
<p>Upper Body Mobility:</p> <p>Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward</p> <p>Use hands and arms to lift objects, and twist and bend at torso</p> <p>Turn, raise, and lower head</p>	<p>To perform tasks such as to:</p> <p>Paint, clean, write, and perform other custodial duties: unplug toilets and sinks; replace lights</p> <p>Deliver supplies; perform minor repairs</p> <p>Clean, paint, and make routine plumbing and lighting repairs</p>

<p>Lower Body Mobility:</p> <p>Walk even surfaces</p> <p>Climb stairs/ladders</p> <p>Bend at waist</p> <p>Stand for prolonged periods of 4 hours</p> <p>Step over objects</p>	<p>To perform tasks such as to:</p> <p>Operate vacuum and sweep sidewalk</p> <p>Paint, clean, and deliver supplies</p> <p>Clean restrooms, move equipment, and wax floors</p> <p>Vacuum and sweep classrooms, and hose lunch area</p> <p>Load and unload supplies and move equipment and furniture</p>
<p>Strength:</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 50 pounds on a frequent basis</p> <p>To lift, push, pull, and/or carry objects which weigh as much as 100 pounds on an occasional basis</p>	<p>To perform tasks such as to:</p> <p>Load and unload supplies</p> <p>Move furniture</p>
<p>Smell:</p> <p>Distinguish faint odors which may warn of equipment malfunction or danger</p> <p>Work around fumes/odors</p>	<p>To perform tasks such as to:</p> <p>Detect possible gas leaks</p> <p>In the use of paint and cleaning products</p>
<p>Adhere to Environmental Requirements:</p> <p>Work around dirt/dust</p> <p>Work independently</p> <p>Work outside</p> <p>Work inside</p>	<p>To supervise tasks such as to:</p> <p>Sweep, vacuum, and clean</p> <p>Work cooperatively with others; supervise, instruct, and monitor work of School Operations Team Leaders</p> <p>Clean walls and lunch area</p> <p>Supervise custodial duties in restrooms, offices, and classrooms</p>
<p>Mental Requirements:</p> <p>Read and write at a simple level essential for successful job performance</p> <p>Coordinating</p> <p>Learn quickly and follow verbal procedures and standards</p> <p>Judgement</p> <p>Process information quickly and make quick decisions</p> <p>Listen</p> <p>Give written instruction</p>	<p>To supervise tasks such as to:</p> <p>Read and write notes to supervisor and School Operations Team Leaders</p> <p>Schedule duties for School Operations Team Leaders and Operations Workers</p> <p>Follow schedule and supervise duties</p> <p>Order supplies; respond to emergencies</p> <p>Respond to power outage, broken lines, fire</p> <p>Understand and follow instructions</p> <p>Leave notes for Operations Workers</p>

Other Conditions of Continued Employment:

- Speak English at a conversational level and demonstrate basic literacy in English
- Obtain and maintain in current status the licenses and certificates listed on the class specification
- Comply with rules and regulations of the Classified Service and provisions of labor agreements to perform duties at school sites
- Personnel Commission Revised: 1/8/96