

**JOB TITLE: MANAGER OF MAINTENANCE, OPERATIONS,
FACILITIES AND TRANSPORTATION****BASIC FUNCTION**

Under general direction, assists in the planning, coordinating, and directing of the school District's maintenance, operations and grounds programs and activities; plans, schedules, organizes, directs, supervises and evaluates assigned workers; assists with the organization and direction of the functions and activities of the student transportation program; and performs other related functions as required.

ESSENTIAL JOB FUNCTIONS

- Assists in the planning, and direction of the District's facility and grounds maintenance, cleaning and repair programs.
- Manages and approves work requisitions and expenditures.
- Plans, coordinates, directs, selects and evaluates the performance of assigned staff.
- Directs assigned maintenance, operations, facilities and transportation supervisory personnel.
- Provides overall administrative direction to a wide range of skilled and semi-skilled trades personnel.
- Assists in preparing, implementing and monitoring the annual departmental budgets for assigned functions.
- Analyzes and plans use of labor and funds to ensure efficiency and effectiveness.
- Reviews and evaluates project schedules and progression as well as determines action necessary to resolve problems.
- Plans, organizes and conducts personnel orientation and in-service training programs.
- Maintains and evaluates OSHA and similar agency records, and files and responds to reports/surveys.
- Establishes and implements a preventive maintenance program.
- Determines and establishes quantity and quality standards for work in the division.
- Investigates, tests and recommends acquisition of supplies, materials and equipment.
- Oversees development of a replacement schedule for obsolete equipment.
- Prepares written reports to governmental agencies.
- Ensures that appropriate systems and procedures are developed and maintained to manage records, plans, reports and files.
- Estimates labor and material costs of repair and construction projects.
- Develops, prepares and interprets project specifications and plans.
- Participates in the development, analysis and direction of facility construction and modernization activities.
- Assists the maintenance, operations, transportation and civic center personnel in resolving difficult matters.
- Assists with overseeing the operation of the student transportation program to ensure that it operates in a safe and cost effective manner, while meeting all Federal, State and District requirements.
- Reviews, and monitors the inspection, maintenance and repair of pupil transportation and other District motorized equipment.
- Confers with school personnel regarding maintenance, operation and transportation activities.
- Reviews major mechanical repair time and material cost estimates and determines priority repair and maintenance schedules.
- Investigates accidents involving pupil transportation equipment and District-owned vehicles and equipment and prepares appropriate evaluative reports.
- Attends a variety of meetings and conferences; serves on committees as needed.
- Prepares and presents oral reports to District staff and other governmental agencies on District facilities planning, engineering and construction.
- Prepares and provides project descriptions and specifications for architects or other contractors, District architectural, engineering and/or maintenance personnel.
- Performs related duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skills:

- Communicates effectively, orally and in writing.
- Establishes and maintains effective and cooperative working relationships with staff and the public.
- Prepares, organizes and reads specifications, drawings and blueprints.
- Promotes team building and a positive work environment.
- Drives a vehicle to perform necessary job related tasks.
- Operates a personal computer and appropriate software.

Knowledge of:

- Methods, practices, materials and equipment utilized in construction, custodial and grounds keeping of a school facility.
- Building and construction codes, practices and procedures
- Laws, rules and regulations effecting the cleaning, construction, maintenance and repair of school facilities and the safe transportation of students.
- Environmental and communication systems common to large facilities.
- Principles of organization management and supervision.
- Principles of budget preparation and control including California Occupational Safety and Health Administration (CAL OSHA) safety orders.
- Safety and hazardous waste laws and regulations.
- Interpersonal skills using tact, patience and courtesy.
- Civic Center Management principles and application.

Ability to:

- Prioritize and identify needs and solve problems independently.
- Accurately estimate the cost of maintenance, repair and construction work.
- Maintain accurate records.
- Understand and carry out oral and written directions.
- Meet schedules and timelines.
- Interpret and implement codes, laws, rules, regulations, policies and procedures.
- Supervise, select, evaluate, coordinate and train assigned staff.
- Prepare reports related to construction, maintenance and operations.
- Conduct field inspections and assess status of projects.
- Coordinate and provide input to multi-faceted programs.
- Prepare accurate cost estimates pertaining to the maintenance and repair of major equipment.
- Maintain high level of professionalism making the needs of customers a top priority.
- Adapt easily to work assignments, additional priorities and new procedures.

PHYSICAL DEMANDS

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

- Persons performing service in this position classification may exert 50 to 70 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Driving from location to location, perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.

- Visual acuity sufficient to review drawings, plans, blueprints, records and reports, identify colors and see small details is required.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would provide the required knowledge and skill may be qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Two years of successful experience in a position responsible for the maintenance, operations and/or construction of buildings preferably of a school district or public institution or four years of experience performing skilled work in one or more of the building and maintenance trades, including experience in a supervisory capacity. Experience in maintenance and pupil transportation is desirable.

Education:

Equivalent to completion of the twelfth grade, supplemented by coursework or training in facility construction, maintenance and pupil transportation, employee motivation and supervision and advanced programs in one or more of the building and maintenance trades.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Driver's License and evidence of vehicle insurance or insurability.

CONDITION OF EMPLOYMENT

- Insurability by the District's liability insurance carrier.