

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

Under general direction of the Assistant Superintendent, Business Services, plan, organize and direct the maintenance, repair and cleaning of school facilities; coordinate and direct new construction and the modernization of existing facilities; plan, organize and direct the functions and activities of the student transportation program; and oversee grounds maintenance work to be performed by the maintenance and operations, custodial and Civic Center personnel; supervise, coordinate and evaluate assigned personnel, and perform other related functions as required.

ESSENTIAL JOB FUNCTIONS

- Plans, arranges and directs the facility maintenance, cleaning and repair programs.
- Plans, coordinates, directs, selects and evaluates the performance of assigned staff.
- Plans, develops and implements a preventive maintenance program.
- Prepares, implements and monitors annual departmental budgets for assigned functions.
- Provides administrative direction to a wide range of skilled and semi-skilled trade personnel.
- Analyzes and plans use of labor and funds to assure optimum efficiency and effectiveness.
- Attends a variety of meetings and conferences; serves on committees as needed.
- Plans, organizes and conducts Personnel orientation and in-service training programs.
- Determines and establishes quantity and quality standards for work in the division.
- Investigates, tests and recommends acquisition of supplies, materials and equipment, and the 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.
- Act as District construction inspector.
- Develops, prepares and interprets project specifications and plans.
- Develops, analyzes and directs facility construction and modernization activities.
- Prepares and provides project descriptions and specifications for architects or other contractors, District architectural, engineering and/or maintenance personnel.
- Reviews and evaluates project schedules and progress as well as determines action necessary to resolve problems.
- Prepares and presents oral reports to District staff and other governmental agencies on District facilities planning, engineering and construction.
- Assists the maintenance, operations, transportation and civic center personnel with unusual and unforeseen problems.
- Plans, organizes, coordinates and supervises the functions of the student transportation program.
- Reviews, monitors and audits bus routing and pupil transportation schedules to ensure adherence to a cost-effective operation.
- Reviews, monitors and audits the inspection, maintenance and repair of pupil transportation and other motorized equipment.
- Directs maintenance, operations and transportation supervisory personnel.
- 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.
- Effectively and efficiently organizes, coordinates and supervises pupil transportation and mechanical service maintenance and repair functions and activities.
- Maintains accurate records of all phases of the transportation program.
- Performs related duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- The ability to communicate effectively, orally and in writing.
- Establish and maintain effective and cooperative working relationships with staff and the public.
- Prepare, organize and read specifications, drawings and blueprints.
- Drive a vehicle to perform necessary job related tasks.
- Operate a personal computer and appropriate software.
- Promotes team building and a positive work environment.

Knowledge of:

- Methods, practices, materials and equipment utilized in construction, custodial and grounds keeping maintenance of school facilities.
- 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.
- Interpersonal skills using tact, patience and courtesy.
- Civic Center Management principles and application.

Ability to:

- Estimate accurately the cost of maintenance, repair and construction work.
- Maintain accurate maintenance activity and budgetary expenditure records.
- Understand and carry out oral and written directions.
- Meet schedules and time lines.
- Interpret and implement laws, rules, regulations, policies and procedures.
- Supervise, select, evaluate and coordinate assigned staff.
- Prepare construction, maintenance and operations reports, construction plans, specifications and schedules.
- Make field inspections.
- Coordinate multiple facets of a diverse program.
- Prepare accurate cost analyses pertaining to major equipment maintenance and repair projects.
- Prioritize and identify needs and solve problems independently as appropriate.
- Maintain high level of professionalism in keeping 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.
- Visual acuity sufficient to review drawings, plans, blueprints, records and reports, identify colors and see small details is required.

- 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.

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 two years 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.