

HUNTINGTON BEACH CITY SCHOOL DISTRICT

POSITION SPECIFICATION

SUPERVISOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

DEFINITION:

Under the general direction of the Chief Business Official, plans, coordinates and supervises the District's maintenance, operations and transportation activities for all schools, district buildings, grounds, and equipment; performs other related duties as assigned.

REPRESENTATIVE DUTIES:

Directs all aspects of maintenance, operations, and pupil transportation services in support of the goals and functions of the District. E

Plans, organizes, schedules, and coordinates preventative and ongoing maintenance services and operations support activities; prepares long and short range plans for maintenance, repair, and site improvement projects. E

Ensures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings and building occupants, public safety, and access compliance.

Provides estimates of construction and repair costs, City and State code and safety requirements as needed. Evaluates and recommends purchasing of materials and equipment within established limitations. E

Assures compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management; administers an on-going safety program. E

Directs and coordinates energy management.

Develops and administers the District deferred and preventive maintenance programs.

Prepares and controls the maintenance, operations, and transportation budget, confers with school administrators on custodial care and facility maintenance.

Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds. E

Ensures that the maintenance and operation of District facilities comply with state, county, and city laws and ordinances for the health and safety of students and staff.

Administers the assignment and distribution of Maintenance, Operations, and Transportation personnel; provides ongoing reviews of organizational structure, staffing, and departmental policies and procedures. E

Provide accurate and timely data concerning routes, schedules and passengers including statistical data. E

Supervises and evaluates the performance of assigned personnel; schedule, assign and inspect work. E

Provides in-service opportunities for staff to assure adequate training of the most effective developments and new laws.

Assures the preparation and maintenance of required records, reports, files and lists as appropriate; assure compliance with local, State and federal laws, rules and regulations as required. E

Participates in District inservices, workshops and/or seminars as directed.

Establishes and maintains effective working relationships with others.

Performs projects and related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Facilities maintenance and operations requirements for a multi-site organization.
- Provisions of the California Motor Vehicle Codes applicable to the operation of vehicles in the transportation of school children.
- Laws, rules and regulations related to assigned activities.
- Applicable sections of the State Education Code and other applicable laws.
- Modern office practices, procedures and equipment.
- Budgeting methods and practices.
- Operation of a computer and data entry techniques.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- Policies and objectives of assigned program and activities.
- Applicable sections of the State Education Code and other applicable laws.
- Health and safety regulations.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision, training and providing work direction.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.

Ability to:

- Read, write, translate and interpret English.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written instructions.
- Prepare and deliver oral presentations.
- Work in a multi-tasked, fast-paced environment.
- Establish and maintain cooperative and effective working relationships with others.
- Prepare and maintain accurate records and reports.
- Compile and verify data and prepare reports.
- Operate a computer to enter data, maintain records and generate reports.
- Assign and review the work of others.
- Establish and maintain cooperative and effective working relations with others.
- Effectively schedule all Maintenance, Operations and Transportation work District-wide.
- Analyze situations accurately and adopt an effective course of action.
- Perform complex and varied tasks.

Training and Experience:

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

Education and Experience: Any combination equivalent to: graduation from high school and 3 years of broad, varied and increasingly responsible experience in areas of responsibility. Desirable: two years of college or advanced certification in specialty fields experience in California public education; experience in a supervisory capacity and wide contact with the public.

LICENSES AND OTHER REQUIREMENTS:

- Completion of fingerprinting is required prior to the first day of work.
- Red Cross First Aid certificate, including CPR training, is desirable.
- Must possess a California Driver's License having accumulated less than two points.
- Valid California Motor Vehicle Operator's license, Class 2 license desired.
- Valid Instructor's Certificate desired.

Condition of Employment: Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects up to twenty-five (25) pounds or fifty (50) pounds with assistance. The position requires mobility to climb, kneel, stoop, crawl, reach and bend; accurate perceiving of sound; near and far vision with the ability

to read small print; depth perception, dexterity; and the providing of oral information and direction.

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

Environmental conditions will be indoors and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the various trades.