

ASSISTANT DIRECTOR, GROUNDS AND OPERATIONS

DEFINITION

Under administrative direction- Plans, organizes, coordinates and supervises the work of District Grounds crew and all landscaping/gardening activities, all District custodial operations and the maintenance and repair of grounds keeping and custodial equipment; supervises and checks work load and performance; and assumes and performs related duties and responsibilities as required.

ESSENTIAL DUTIES

- Plan and coordinate District custodial program, working with custodial supervision to ensure proper cleaning standards.
- Plan, coordinate and supervise grounds maintenance activities, including but not limited to, athletic field turf management, irrigation, weed control, mowing, trimming, edging, planting and grading.
- Coordinate custodial and grounds equipment maintenance and replacement program including conducting periodic apparatus inspections and planning for replacement/upgrades as needed.
- Plan and conduct custodial and grounds training program based on industry standards for facilities cleaning and grounds maintenance.
- Maintain and update custodial and grounds handbooks and job manuals to ensure conformance with industry and District standards.
- Assist in determining operational policies, guidelines, priorities, and the scheduling and control of various ongoing grounds projects.
- Assist in the planning, organization, development and implementation of operational procedures to ensure adherence to a cost effective and cost beneficial operational mode, and to ensure that appropriate quality control and performance standards are maintained.
- Review and approve requisitions, and order custodial maintenance supplies, materials and equipment as needed.
- Assist in the planning, organization, development, inventory control and expenditure control procedures; Participate in the budget planning process, including the determination of maintenance materials, supplies, equipment and service needs.
- Monitor contractors providing custodial and grounds maintenance related services to ensure adherence to project specifications, time lines and appropriate standards of performance.
- Plan, coordinate and supervise all pest control/weed control activities, including use of pesticides and herbicides, and maintain State mandated Integrated Pest Management plan.
- Assist in reviewing audit incident and accident investigation reports and determine appropriate action.
- Assist in the planning, development and conduct personnel orientation and in-service training programs.
- Evaluate the performance of skilled and technical maintenance personnel.
- Assist in the conduct of various personnel management processes
- Drive a vehicle to and from various work locations.

QUALIFICATIONS

Knowledge of:

Principles, methods, techniques and strategies pertaining to custodial and grounds maintenance programs;

Practices, procedures and trends of management, organization and supervision;

Equipment, materials and supplies commonly utilized in the maintenance of school facilities, offices and equipment;

Legal mandates, policies, regulations and operational procedures pertaining to the maintenance of agency facilities and equipment;

Practices, procedures, techniques and strategies for determining operational effectiveness; Safe and sanitary working methods and procedures.

Ability to:

Effectively and efficiently plan, organize and supervise the functions and activities of comprehensive custodial and grounds maintenance programs;

Plan, organize, assign, supervise, and evaluate the functions and activities of grounds maintenance personnel;

Accurately estimate time and material costs;

Establish and maintain an effective data management, storage and retrieval system;

Prepare, interpret and work from plans, specifications, schematics, diagrams and drawings; Communicate effectively in oral and written form;

Understand and carry out oral and written directions with minimal accountability controls;

Establish and maintain effective organizational relationships.

PHYSICAL DEMANDS

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

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects;
- Must have an adequate range of motion in the upper extremities;
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods;
- 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 handling and working with various materials and objects are important aspects of this job;
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.

Reasonable accommodations may be made to enable a person with a disability to perform the

essential functions of the job.

EXPERIENCE AND EDUCATION

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

Experience:

Seven years of responsible craft related experience in the fields of custodial and grounds maintenance, including four years in a supervisory capacity.

Education:

Equivalent to the completion of an Associate of Arts or higher degree, supplemented by advanced training or course work in organization, supervision and operational management.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment

Insurability by the District's liability insurance carrier.