

# **WISEBURN SCHOOL DISTRICT**

## **MAINTENANCE/OPERATIONS MANAGER**

### **DEFINITION**

Performs a variety of supervisory and administrative duties; completes special projects as assigned; and performs other related duties as required. Represents the District as a liaison to contractors, inspectors, and architects, etc. related to facility improvements projects as needed. Must hold valid General Contractors License.

### **DISTINGUISHING CHARACTERISTICS:**

The Maintenance/Operations Manager identifies goals/objectives, determines cost feasibility of projects, and establishes priorities, assigns personnel, authorizes procedures, proposes budgets, etc. and has considerable impact on school operations. The Manager will be assisted by the Coordinator of Human Resources / Operations. The CBO will provide direction on policy matters, major operational programs, special projects and public relation issues. An incumbent will possess extensive management skills, knowledge, abilities and traits as well as have a thorough understanding of the construction, and maintenance and fields.

### **EXAMPLES OF DUTIES**

- Establishes and reviews facility and grounds maintenance program and determines which projects are to be performed by in-house personnel and which projects to be performed by contractors. E
- Serves as liaison between the District and construction management firms regarding District's modernization and new construction projects. E
- Develops and supervises the implementation of deferred and preventative maintenance programs. E
- Directs major projects estimating costs, developing methods and time frame to achieve goals, assigning labor and ordering materials, making arrangements with site administrator; inspecting work and filing required reports. E
- Prepares annual budget including capital outlay, routine and preventative maintenance, utilities, deferred maintenance. E
- Recommends new equipment purchases. E
- Estimates costs of work orders and establishes work priorities. E
- Analyzes requests and blueprints estimating time, costs, supplies, staffing and equipment. E
- Receives requests from sites, preventive maintenance schedules and emergency repairs and establishes priorities. E
- Meets with site supervisors to discuss needs, work procedures, impact on site operations, etc.. E
- Assigns work to various crews via lead personnel. E
- Contacts contractors to review projects, methods, costs and may recommend to whom contracts should be awarded. E
- Inspects work to ensure conformance with codes, effective use of staff, safe working practices, compliance with site needs, keeping costs within estimates and on schedule. E
- Coordinates inspections and filing of proper paperwork. E
- Interviews, selects, trains, counsels, motivates and evaluates employees. E
- Supervises Maintenance Department employees. E
- Supervises Custodian/Groundskeepers in absence of Principals or immediate supervisors. E
- Recommends disciplinary action. E
- Handles a wide variety of special projects by reading laws, contacting other districts, preparing proposals/reports, estimating costs, making recommendations. E
- Assists the CBO and Director of Budget and Accounting with a variety of projects. E
- Manage and control hazardous materials. E
- Works closely with the Superintendent's Advisory Facilities Committee. E

## **SKATS (Skills, Knowledge, Abilities and Traits)**

### **SKILL IN:**

- Operating a motor vehicle, office equipment and a variety of grounds/trades equipment.

### **KNOWLEDGE OF:**

- A wide variety of laws, codes, rules, regulations, policies and procedures such as the Uniform Building Code, National Electric Code, Uniform Plumbing Code, Western Garden guide, Education Code Titles 21 and 24, CAL-OSHA;
- Building and grounds construction methods, maintenance requirements, common problems, trouble shooting techniques and repair methods;
- Principles of preventive maintenance;
- Contractor's availability, specialties, reputations;
- Supervisory principles and practices;
- Safe work practices and procedures;
- Methods, materials, equipment used in various trades and grounds.

### **ABILITY TO:**

- Learn and follow oral and written directions;
- Read blueprints;
- Gather, read, analyze, interpret data;
- Exercise good judgement;
- Establish and maintain effective working relationships;
- Plan and organize work for self and others;
- Write clearly and concisely using good grammar, spelling, punctuation;
- Speak clearly and concisely;

### **TRAITS:**

- Leadership;
- Creativity;
- Handle stress effectively;
- Maintain cultural awareness;
- Problem solver.

## **EMPLOYMENT STANDARDS**

### **EDUCATION:**

Graduation from high school or equivalent supplemented by conferences, seminars, vocational schools, and/ or college courses in one or more of the following areas: general contractors, engineering, architecture, supervision, or other related field is required.

### **EXPERIENCE:**

Equivalent to four years of full time increasingly responsible construction, maintenance and/or grounds experience (e.g., but not limited to painting, carpentry, gardening, plumbing, heating, air conditioning) including one year of responsible supervisory experience is required.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge, abilities and traits may be considered.

### **LICENSE REQUIREMENTS:**

A valid, class C California driver's license, a good driving record and use of a private vehicle is required and must be maintained during employment. A valid general contractor's license must be maintained during employment.

## **APPOINTMENT:**

In accordance with Education Code Section 45301, Maintenance and Operations Manager is designated an "Administrative" class. An employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

## **REPORTS TO:**

**Chief Business Officer**

**Assisted by: Coordinator of Human Resources / Operations**

## **WORKING CONDITIONS**

### **Environment:**

Indoor and outdoor working environment subject to fumes, dust and odors.

### **Physical Abilities:**

**Vision (which may be corrected)**

to read small print.  
to read blueprints and sketches.  
to operate district vehicles.

**Hearing (which may be corrected)**

to operate equipment in presence of students and to  
determine any irregularities in equipment sounds.

**Speech**

to communicate with administrative, school and  
maintenance personnel.

**Dexterity of hands and fingers**

to operate and use power tools and equipment,  
to maintain records.

**Standing for extended periods of time**

to operate machinery.  
to examine school buildings.  
to inspect work of maintenance personnel.

**Sitting for extended periods of time**

to schedule work of maintenance personnel.  
to estimate costs and prepare related reports.

**Bending at the waist  
Strength**

to pick up and lift equipment and materials.  
to lift, push, pull and carry objects which may  
weigh as much as 100 lbs. on an occasional basis.

**Smell**

to distinguish strong odors which may warn of  
equipment malfunction or danger.

Note - Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the Americans with Disabilities Act, 1990

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