

LOS ALAMITOS UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION

BASIC FUNCTION

Under the direction of the Director of Facilities, Maintenance, Operations and Transportation, the Assistant Director of Maintenance, Operations and Transportation is responsible to plan, organize, direct, coordinate, manage and supervise the building maintenance, custodial, grounds keeping, safety/security services, pupil transportation and logistics planning services, and to perform related duties as required.

REPRESENTATIVE DUTIES

1. Manages all aspects of maintenance, operations, and transportation services in support of the missions, tasks, functions, and goals of the district.
2. Plans, organizes, schedules, and coordinates all maintenance services, operations support activities, and transportation services and activities with school site administrators and/or program directors.
3. Provides for regular inspection and evaluation of district facilities, prepares long- and short-range plans and helps prepare budgets for maintenance, deferred maintenance, repair, and site improvement projects.
4. Recommends priorities for maintenance and facility improvement (new, modernization, or minor) related projects.
5. Develops work methods, analyzes procedures, and refines schedules.
6. Assists with architects, technical consultants, contractors, and appropriate local and state agencies to help develop projects, work plans, and cost estimates.
7. Prepares and supervises the preparation of plans, cost estimates, specifications, bid forms, and contracts for labor, material, and services including all activities related with doing public bids.
8. Assists in the maintenance of project records, incorporates applicable information into site files, records cost data, and provides such reports as may be required relating to facilities, construction and/or the State School Building Program.
9. Assists with aspects of providing the planning, construction, and completion of phases of new construction, modernization, and/or facilities improvement projects.
10. Assists with preparation and administration of public works and field service contracts for maintenance and repair of district facilities.
11. Ensures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings, and building occupants, transportation, public safety, and access compliance.
12. Assists with preparation of budget proposals, applications for state building funds, deferred maintenance funds, or other specialized funding related to facilities, facilities support activities, and transportation.
13. Prepares periodical financial, operational, and statistical reports as required or directed.
14. Manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.

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15. Manages and monitors the fleet operations and service performance of vehicles transporting students as well as the California Department of Motor Vehicle Pull Notice Program
16. Oversees and manages the Federal Department of Transportation mandated Drug and Alcohol Testing Programs.
17. Manages the use of facilities for non-school use and the contracts, leasing and fees associated including communicating with local park and recreation departments, city office personnel, and various civic groups regarding the use of facilities and fees.
18. Assists with oversight of surplus property and sales.
19. Manages the assignment and distribution of personnel, provides ongoing reviews of organization structure, staffing, and departmental policies and procedures.
20. Selects, oversees and participates in selection of staff, and oversees the performance evaluation process of all assigned personnel. Evaluates subordinate administrative and assigned personnel.
21. Provides for employee growth through in-service and outside training opportunities.
22. Responds to emergency situations and assists with the emergency management program.
23. Performs such other related duties as may be required or directed

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF

- Construction process, building trades, and maintenance of structural and mechanical building systems
- Decorative landscape and athletic field maintenance
- Custodial maintenance practices and procedures
- Building security systems, anti-intrusion, and theft prevention methods
- Energy management and utilities conservation measures
- Laws and regulations pertaining to school bus safety and operation
- Organization and operation of a school district transportation system
- Principles of pupil management and disciplines
- Methods, procedures, and terminology of data management
- Current technology, software applications, office methods and practices
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contracts Codes, CFSs relating to health, safety, hazardous materials, and handicapped access, and related codes of regulations as may be required in application to construction, maintenance, modification of school buildings, or transportation of students.
- Budget process and fiscal management
- Labor agreements, FLSA (Fair Labor Standards Act), and personnel management

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ABILITY TO

- Communicate effectively orally and in writing, as well as provide inservice to teachers, employees, or other groups.
- Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public in order to establish and maintain effective relationships with general public, district staff, parents, and contractors.
- Manage multiple efforts simultaneously.
- Estimate time, materials, and costs needed on a wide variety of projects.
- Determine priorities and schedule work effectively and efficiently.
- Analyze complex issues, formulate reports, organize and present data and provide summaries, conclusions and solution options.
- Plan, organize, and administer the activities of a transportation department
- Manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems, and discipline to maintain employee confidence and morale

EDUCATION AND EXPERIENCE

A bachelor's degree in business administration, operations management, architecture, engineering, or closely related field from an institution of higher learning accredited by one of the six regional accreditation associations as recognized by the Council on Post-Secondary Accreditation and three years of increasing responsible management/supervisory experience in a closely related area of maintenance, operation, and facilities. School district experience preferred with responsibility for facilities, maintenance, operations and transportation.

LICENSE

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls, and talk and hear. The employee frequently is required to sit. The employee is required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in the office and field. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. Also, the employee occasionally works in outside weather conditions. Driving to various locations is required.

The noise level in the work environment is usually moderate.

WORK YEAR: 12 months*

* Includes 21 days paid vacation per year

SALARY RANGE: Classified Management Salary Schedule – Range IV

ADOPTED BY PERSONNEL COMMISSION: September 10, 2008

APPROVED BY BOARD OF EDUCATION: September 23, 2008