

WESTERN PLACER UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position Title: **DIRECTOR OF MAINTENANCE & OPERATIONS**
Department: Maintenance and Operations
Reports To: Assistant Superintendent, Business and Operations

SUMMARY:

Under the supervision of the Assistant Superintendent, Business and Operations, supervise, direct and organize the District maintenance and grounds program, custodial and warehouse services and provide assistance in related areas for facilities planning activities related to new school construction, renovation or modernization of existing schools, relocatable classrooms and other support activities. This position will provide extensive coordination of the related functions with site level managers, District staff and outside agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and directs District maintenance, grounds keeping and custodial operations, activities and related services; develops and administers schedules and work assignments for staff; plans, coordinates and arranges for the appropriate training of staff, including in-service training and safety programs.
- Supervises the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions. Evaluates all assigned staff on an annual basis.
- Develops and organizes long-range, on-going, and preventive maintenance plans and programs for sites, buildings and equipment, including procedures for receipt and assignment of maintenance work orders and for equipment maintenance and replacement programs and reports the status to the Assistant Superintendent, Business and Operations ▪Communicates with other administrators, personnel and outside organizations to coordinate work, repair, supply, equipment and personnel requirements, resolve issues and conflicts, and exchange information; provide recommendations concerning equipment, materials, personnel, policies and procedures to assure an economical, safe and efficient work environment.
- Plans, organizes and implements long and short-term programs and activities designed to enhance grounds keeping, maintenance and custodial programs and services.
- Administers the expenditure of capital maintenance, and grounds funds. Develops and prepares applicable budgets; analyzes and reviews budgetary and financial data with the Assistant Superintendent, Business and Operations; monitors and authorizes expenditures in accordance with established guidelines; utilizes computer spreadsheet software programs.
- Supports the Facilities Coordinator with the District's 5 year Deferred Maintenance Program projects as it relates to maintenance and repair.
- Establishes and maintains a close working relationship with the City Law Enforcement, Fire Prevention, City Public Works and Maintenance Departments, as well as other Federal, State and local agencies.
- Operates a computer and assigned software programs; operates other office equipment as assigned; operates a vehicle to conduct work.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, parents and the general public.
- Attends and conducts a variety of meetings as assigned.attends pre-bid and pre-construction meetings and provide input as requested.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of maintenance, grounds and custodial activities.
- Methods, materials, tools and terminology used in construction, maintenance, grounds keeping and custodial activities.
- Cost estimates and specifications.
- Diagnostic techniques and equipment troubleshooting methods.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Computerized and manual maintenance work order systems.
- Interpersonal skills using tact, patience and courtesy.

OTHER SKILLS AND ABILITIES:

Meet District standards of professional attitude as outlined in Board Policy 4219.21, Code of Ethics for Classified Employees; write and speak effectively; establish and maintain effective working relations with all district personnel, public and private agencies; analyze situations and develop appropriate recommendations for action; initiate, plan and carry work through to completion without close supervision; meet schedules and timelines; operate computers; and willing to work additional hours periodically and travel locally.

EDUCATION and/or EXPERIENCE:

Any combination of education, training, and experience equivalent to:

- Bachelor's degree in Business Administration or related field;
- Four years of progressively responsible experience in public school district management of maintenance, grounds and operations and at least three years in a supervisory capacity with workers in the trades field related to maintenance and operations.
- Technical experience in public school district management of maintenance, grounds with management or supervisory experience may be considered in determining college equivalency.

LICENSES AND/OR TESTING REQUIRED:

If required to operate a vehicle during the course of employment, must possess a valid California Driver's license and evidence of insurability; TB test clearance; Criminal Justice Fingerprint Clearance.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other department related tools and equipment; seeing to inspect job sites, read, prepare, and proofread drawings, diagrams, schematics, and related documents and view computer monitors; hearing and speaking to exchange information in person, on the telephone and to make presentations; lifting moderately heavy objects; sitting or standing for extended periods of time; climbing ladders and working from heights; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store supplies; walking over rough or uneven surfaces at construction sites and during inspections or for field service work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HAZARDS:

Working in and around hard-hat construction sites and in areas where renovation and repair work is being performed. Working around moving parts and equipment and construction vehicles and equipment. Exposure to chemicals, fumes or gases; working around machinery having moving parts in the maintenance shop and during inspections; working around moving vehicles.

WORK ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work, constant interruptions; seasonal heat and cold and adverse weather conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is variable.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned.