

BUENA PARK SCHOOL DISTRICT

DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS AND TRANSPORTATION

BASIC FUNCTION:

Under the administrative direction of the Assistant Superintendent, Administrative Services, the Director of Facilities, Maintenance, Operations and Transportation is responsible to plan, organize, direct, coordinate, manage, and supervise the facilities planning, facilities support activities, building maintenance, custodial, grounds keeping, safety/security services, pupil transportation, disaster preparedness services, and to perform related duties as required.

REPRESENTATIVE DUTIES:

1. Directs all aspects of facilities, maintenance, operations, and transportation services in support of the mission, tasks, functions, and goals of the district
2. Plans, organizes, schedules, and coordinates all facilities services, 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, prepare long- and short-range plans and budgets for maintenance, deferred maintenance, repair, and site improvement projects
4. Establishes and recommends priorities for maintenance and facility improvement (new, modernization, or minor) related projects
5. Develops work methods, analyzes procedures, and refines schedules
6. Consults with architects, technical consultants, contractors, and appropriate local and state agencies to 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. Maintain project records, incorporate applicable information into site files, record cost data, and provide such reports as may be required relating to facilities, construction and/or the State School Building Program
9. Directs all aspects of providing the planning, construction, and completion of phases of new construction, modernization, and/or facilities improvement projects

10. Prepares and administers 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 compliances
12. Prepares general fund budgets proposals, applications for state building funds, deferred maintenance funds, or other specialized funding related to facilities, facilities support activities, and transportation
13. Prepares financial, operational, and statistical reports as required or directed
14. Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds
15. Oversees and monitors the fleet operations and service performance of vehicles transporting students
16. Oversees and manages the Federal Department of Transportation mandated Drug and Alcohol Testing Programs
17. Oversees surplus property and sales
18. Administers the assignment and distribution of personnel, provides ongoing reviews of organization structure, staffing, and departmental policies and procedures
19. Selects, oversees and participates in employee selection of staff, and oversees the performance evaluation process of all assigned personnel. Evaluates subordinate administrative and assigned personnel
20. Provides for employee growth through in-service and outside training opportunities
21. Responds to emergency situations and directs the emergency management program
22. Manage and participates in facilities planning and sits as members of boards, committees and study groups
23. Drives a District-provided service vehicle to and from various work locations within District boundaries.
24. Provides 24-hour on call service for emergencies

25. Performs such other related duties as may be required or directed

KNOWLEDGE AND ABILITIES:

1. Building design and construction process, building trades, and maintenance of structural and nonstructural building systems
2. Landscape and field maintenance practices and procedures
3. Custodial maintenance practices and procedures
4. Building security systems, anti-intrusion and theft prevention methods
5. Energy management and utilities conservation measures
6. Laws and regulations pertaining to school bus safety and operation
7. Organization and operation of a school district transportation system
8. Principles of pupil management and disciplines
9. Methods, procedures, and terminology of data management
10. Current technology, software applications, office methods and practices
11. 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
12. Budget and fiscal management practices and policies
13. Labor agreements, FLSA (Fair Labor Standards Act, and personnel management)

ABILITY TO:

1. Communicate effectively orally and in writing, as well as provide in-service to teachers, employees, or other groups
2. 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
3. Manage multiple efforts simultaneously
4. Estimate time, materials, and costs needed on a wide variety of projects
5. Determine priorities and schedule work effectively and efficiently
6. Analyze complex issues, formulate reports, organize and present data and provide summaries, conclusions and solution options
7. Plan, organize and administer the activities of a transportation department
8. Manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems and discipline to maintain employee confidence and morale
9. Perform the essential functions of the job with or without reasonable accommodation

EDUCATION AND EXPERIENCE:

Five years of facilities project management with the coordination and supervision of multiple trades and/or five years of increasingly responsible management experience in a closely related area of maintenance, operation, construction, or facilities. Experience must include a minimum of two years of supervisory experience. Preferred: School

district experience with responsibility for facilities, maintenance, operations, and transportation; a bachelor's or advanced degree in related field; and/or current/previous contractor (A, B or C) license.

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.

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. Driving to various locations required. Employee required to work safely and effectively in a variety of environments and on site at various district locations, and must adhere to all applicable attendance rules and regulations. 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.

The noise level in the work environment is usually moderate.