



**DIRECTOR
FACILITIES, MAINTENANCE and OPERATIONS**

Revision Date: 02/09/22

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the Assistant Superintendent-Business Services, the Director of Facilities, Maintenance and Operations directs the functions of the facilities, maintenance and operations departments, of the district. Plans, directs, organizes, manages and oversees the activities of construction, remodeling and building maintenance. Develops short and long-range plans related to site acquisition and facilities. Communicates with architects and contractors working on maintenance or construction projects.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- a. Directs the functions of the Facilities, Maintenance and Operations departments to assure economy, productivity and efficient use of personnel, equipment and supplies, and appropriate appearance and condition of buildings and grounds.
- b. Makes recommendations for employment and assignments of departmental personnel.
- d. Plan, direct, organize, manage and oversee the activities of construction, remodeling and building maintenance and operations, including contract maintenance services.
- e. Determines needs for purchasing materials, supplies and equipment; formulates, allocates and maintains departmental budget; works closely with the Purchasing Manager and other Business Office staff to integrate technical contract specifications with general specifications and budget for bidding and/or contract issuance.
- f. Assists human resources to resolve problems and determine future requirements; sets priorities; trains, evaluates and reviews the work of department personnel for efficiency and effectiveness; identifies opportunities for improvement and establish standards of performance for each position supervised; conducts staff meetings, in-service training and orientation programs as required.
- g. Reviews initial cost estimates and actual costs to implement corrective action where and when necessary.
- h. Arranges and engages contractors for specialized repair or alteration projects; inspect buildings and facilities; determine the work needed to contract, repair, refurbish or renovate buildings and facilities.
- i. Develops and oversees projects providing for major elements, such as development of technical specifications of maintenance projects and time tables of commencement and completion required for each separate contractor; inspects contractor's work for compliance with District procedures, standards, specifications and building codes; develops punch lists for corrections/completion of work as required.
- k. Inspects for, identifies and recommends removal of fire and safety hazards; inspects, identifies and recommends needed changes in buildings for compliance with safety regulations and the Americans with Disabilities Act.
- l. Responds to emergencies as required.
- m. Provides resource data as required for the Board of Trustees.
- n. Performs other tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Operations, services and activities of a comprehensive facilities, maintenance and operations program;

- Maintenance and operations requirements for a multi-site organization;
- Basic concepts and principles of school site acquisition, architecture, planning and construction; Research techniques including planning of studies and investigations, determination of variables and development of source data;
- Standard construction methods, terminology, materials, equipment and practices; Management skills to analyze programs, policies and operational needs;
- Current energy conservation products, technologies and cost saving strategies; Modern cleaning products and practices;
- Public Contract Code and bidding regulations;
- Contract administration and supervision of contract services; Principles and practices of program development and administration;
- Project costs analysis and budget preparation, principles and administration; Surveying, right-of-way and easement requirements;
- Standard drafting practices, procedures and conventions; Principles of supervision, training and performance evaluation;
- Modern office procedures, methods and equipment, including computers and Microsoft Office software programs;
- Safety practices and procedures including OSHA and CalOSHA regulations;
- Laws and regulations relating to the broad area of school construction and maintenance of facilities.

ABILITY TO:

- Plan, organize, direct and coordinate the work of Facilities, Maintenance and Operations; Select, supervise, train and evaluate staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Inspect land, buildings and facilities to determine the work needed to construct, repair, refurbish or renovate them and to prevent possible hazards to students and personnel;
- Establish procedures, monitor and evaluate for efficiency and effectiveness of department services;
- Identify opportunities for improvement and direct the implementation of changes;
- Read and interpret blueprints, mechanical, electrical, civil and structural drawings, plans and sketches;
- Perform complex mathematical computations; Prepare, administer and monitor budgets;
- Prepare clear and concise administrative and financial reports and make presentations; Operate a computer and modern software to develop, direct and maintain a maintenance and operations program;
- Maintain confidentiality of information obtained during the course of work; Establish and maintain effective and cooperative working relationships with others; Plan and organize workload to meet schedules and time lines;
- Follow good health and safety principles and practices.

EDUCATION:

A bachelor's degree in planning, public administration, engineering, architecture, business administration, related field, or project management experience.

EXPERIENCE:

Five years of increasingly responsible experience in the construction, maintenance and operations and repair of buildings of a school district, municipality or industrial plant including at least three years of supervisory experience involving school and school district maintenance, operations and construction, or five (5) years experience in a similar position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Office and field environment; Construction building site; and Driving a vehicle from site to site.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to demonstrate the safe use of equipment and operate office machines or computers; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.