

JOB DESCRIPTION

Title:	Director of Maintenance, Operations and Facilities – (Classified)	Reports To:	Chief Business Officer
Department:	Business Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FSLA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> Update of job description <input type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input checked="" type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist		
			<input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860

GENERAL SUMMARY OF DUTIES:

To provide the District with safe, clean, attractively maintained, and educationally adequate physical facilities at all sites

DUTIES OF THE JOB:

- Supervises the preparation of facility inspection reports, facility condition reports, long-range facilities plans, project design, specifications, schedules and plans, specifications and warranty library. *E*
- Supervises facilities and the response and repair of emergencies, the safe efficient removal of all hazardous material, and the management of assigned construction projects. *E*
- Supervises the preparation of all compliance approvals and permits, the assignment and scheduling of work orders, the preventive maintenance program, the purchasing of materials and supplies, and the management of assigned construction projects. *E*

**E – Essential Function*

- Supervises the overall contract and project management of all construction projects. *E*
- Supervises the work order system, bookkeeping system, requisition system, preparation of District, County, State and Federal reports, and the coordination of facilities' use by outside agencies. *E*
- Prepares annual capital improvement budget, staffing budgets, and organizational charts. *E*
- Prepares and administers the annual MOF budget for maintenance, grounds, security, and custodial supplies and equipment. *E*
- Oversees and manages the Disaster/Emergency Preparedness program. *E*
- Supervises the District custodial, grounds, and maintenance programs. *E*
- Organizes and implements an orientation program on proper operation and maintenance of school facilities for department personnel. *E*
- Determines manpower needs and assists in the recruitment, employment, promotion, demotion or dismissal of assigned personnel. *E*
- Directs the assignment and transfer of department personnel. *E*
- Maintains personnel and other necessary records as required.
- Schedules work routines and coordinates vacation schedules for departmental personnel. *E*
- Directs the purchase of necessary equipment and supplies. *E*
- Develops and supervises programs of preventive and ongoing maintenance. *E*
- Directs the maintenance of all buildings and grounds as to cleanliness and safety, and conducts periodic inspection of all school facilities to insure fire safety. *E*
- Directs the preparation of playing fields, grounds, and other necessary facilities for athletics and other school activities. *E*
- Reviews on a regular basis all security precautions and procedures, and recommends additions, changes, or reductions in service as appropriate. *E*
- Prepares cost estimates on construction and repair work. *E*
- Works with the District architect in new construction planning. *E*
- Acts as school building construction inspector. *E*
- Prepares engineering plans and specifications for non-contract construction work and reviews contract plans and specifications. *E*
- Attends Board of Education meetings on request and makes reports. *E*
- Any other duties as assigned

**E – Essential Function*

EDUCATION AND EXPERIENCE:

- A Bachelor’s Degree required, preferably in Engineering, Architecture or Management
- Demonstrated knowledge of the basic principles of engineering, custodial operations, landscaping management, facilities planning, campus and building security, safety and energy management
- At least seven years successful experience in construction and maintenance of large buildings, including five years of supervisory management experience, preferably in a multi-site school district or corporation
- Demonstrated knowledge of modern operations management, techniques of scheduling, standards, organization and statistical analysis, management of personnel, and budgeting

SUPERVISES:

All maintenance, operations, planning, security, safety, and energy personnel

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

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**E – Essential Function*