



PERSONNEL COMMISSION

Class Code: 0504
Salary Range: 46 (M2)

ASSISTANT MAINTENANCE DIRECTOR

JOB SUMMARY

Under the direction of the Maintenance Director, assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs; assure a safe environment for students and staff. **E**
- Confer with maintenance trades shop management and personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and issues; assist with and solve existing problems and analyze and determine future requirements of shop personnel and materials. **E**
- Research, compile and analyze technical information related to maintenance projects; estimate costs for labor and materials; prepare bid specifications as needed. **E**
- Inspect and evaluate District facilities for need of repairs; develop and implement plans and programs to improve facilities and buildings; review and authorize requests for alterations, remodeling and other maintenance shop projects; participate in the prioritization of emergency work orders. **E**
- Travel to various sites to inspect work in progress, assure proper timelines, quality, completeness and efficiency of operations; assure proper and timely repair or correction of unsafe conditions, equipment and facilities. **E**
- Communicate and meet with District administrators, departments and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and various outside organizations to coordinate activities and programs, resolve issues and exchange information. **E**

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Direct and participate in the preparation of plans, estimates, specifications, bids and contracts for labor, materials and services; review and approve plans in accordance with established guidelines; analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness. *E*
- Provide technical expertise, information and assistance to the Director regarding assigned functions; advise the Director of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures and long and short-term programs to assure an economical, safe and efficient work environment. *E*
- Provide recommendations to the Director and site administrators regarding modernization and alteration projects, renovation and remodeling projects, deferred and preventative maintenance programs and the general maintenance and repair of District facilities. *E*
- Direct and participate in the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. *E*
- Assist in developing and preparing the annual preliminary budget for the Maintenance Branch; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations. *E*
- Assist in directing District-wide energy conservation projects; participate in the development and implementation of new methods of controlling utility costs. *E*
- Assist in directing the District's environmental health and safety programs; assure compliance a variety of local, State and federal health and safety laws, codes, rules and regulations. *E*
- Operate a computer and assigned software; drive a personal or District vehicle to sites to conduct work. *E*
- Attend and conduct a variety of meetings, conferences and workshops related to assigned activities; maintain current knowledge of laws, codes, rules and regulations related to school district maintenance and environmental health and safety activities. *E*
- Serve as the Maintenance Director in the absence of the Maintenance Director as necessary. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

The Assistant Maintenance Director assists in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health

and safety programs. Incumbents oversee and direct the daily activities of the maintenance trades shops including carpentry, painting, electrical, heating, ventilation and air conditioning, plumbing, glazing, electronics and equipment repair.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organization and direction of the construction, alteration, maintenance and repair of District facilities.
Energy conservation methods and techniques.
Environmental health and safety issues related to employees, buildings and property.
Principles and practices of supervision and training.
Applicable laws, codes, rules and regulations related to assigned activities.
Budget practices regarding preparation, monitoring and control.
Cost estimates and specifications.
Methods, equipment practices, terminology and procedures used in the skilled trades.
Requirements of maintaining buildings and facilities in good repair.
Applicable building codes, ordinances, fire regulations and safety precautions.
Record-keeping and report preparation techniques.
Health and safety regulations and procedures.
District organization, operations, policies and objectives.
Operate a computer and assigned software.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Assist in the planning, organization and direction of the activities and operations of the Maintenance Branch including facilities maintenance, construction and repair, energy conservation and environmental health and safety programs.
Participate in various construction planning and development activities.
Develop and enforce work standards.
Assure compliance with safety practices and various code requirements.
Establish and maintain cooperative and effective working relationships with others.
Coordinate flow of communications between District administrators, personnel and outside organizations such as contractors and vendors.
Assist in the development of and administer assigned budgets.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Work from blueprints, shop drawings and sketches.
Supervise and evaluate the performance of assigned staff.
Interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Accept and carry out responsibility for direction, control and planning.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

Prepare comprehensive narrative and statistical reports.
Plan and organize work.
Communicate effectively both orally and in writing.

Education and Training:

Bachelor's degree in engineering, architecture, construction management or a closely related field.

Experience:

Four years of experience in the administration of one or more of the building trades including the maintenance and renovation and repair of buildings and facilities in a large organization.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of appointment.

An applicant for this class will be require to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

Licensure as a registered architect or engineer is desirable.

WORKING ENVIRONMENT

Indoor and outdoor environment.
Noise from equipment operation.
Exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to inspect work in progress and read a variety of materials.
Reaching overhead, above the shoulders and horizontally.

Bending at the waist, kneeling or crouching.
Walking over rough or uneven surfaces during site visits.
Climbing ladders or scaffolding.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: Rev 12/2/2004