

Position: Director of Grounds, Maintenance, Operations, Security & Transportation

Department: Operations, Maintenance and Transportation

Reports To: Superintendent

SUMMARY

Manages, supervises and oversees a variety of skilled work in construction management, building maintenance, grounds, and transportation. Oversees the building and remodeling of structures, performance of mechanical maintenance, landscaping, plumbing, and electrical, carpentry, masonry, painting and vehicle maintenance. Must have the ability to work with independent contractors in all maintenance and building related disciplines. Secure and evaluate independent contractor bids and contracts. Awareness of State health and safety requirements related to transportation and facilities. Plan, organize and direct the scheduling, operations, personnel and budgets of the District's Transportation and Maintenance Department's. Technology skills commensurate with word processing, spreadsheets and a basic knowledge of California School Accounting (SACS).

In collaboration with principals, oversees and trains custodial staff at all sites and is responsible for summer scheduling.

Responds to alarm calls as needed. Remains alert to emergency situations and provides first-line response, emergency management and/or referral if needed. Works closely with local law enforcement and fire department. Performs duties related to emergency safety, vandalism, set up/clean up and general repair to grounds and buildings as needed.

NATURE AND SCOPE

Under the general direction of the Superintendent, this position is Management level with full operational responsibility for construction management, building maintenance, grounds, and transportation. Responsible for planning, evaluating and initiating programs to meet current and future needs of the District in each key area. Challenges are technical and tactical in nature, requiring the ability to sequence and integrate multiple projects and programs. This position is in continual contact with District Administration, leadership at school sites, work crews and outside contractors.

DISTINGUISHING CHARACTERISTICS

Must demonstrate a high level of competency in multiple skill areas and exhibit the ability to supervise, lead and direct others. Knowledgeable in appropriate positive management techniques. This management position is not in the collective bargaining unit. Knowledge of appropriate communication techniques and school security, campus supervision and safety procedures.

ESSENTIAL TYPES OF DUTIES (Examples)

- Plan, schedule, and direct a program for the maintenance, alteration, and repair of buildings, grounds and equipment; prioritize repair projects; assign work activities, projects and programs and regulate workflow.
- Watches for and reports irregularities, such as facility and safety hazards, and emergency

situations; contacts emergency responders such as sheriff, fire and/or ambulance personnel as required.

- Performs periodic checks of exterior lighting, emergency boxes, fire and security alarms; reports malfunctions as required.
- Prepare accident, vandalism and Sheriff reports as needed.
- Respond to alarm calls and take appropriate action including contacting alarm company and Sheriff's Department as necessary. Set and turn off alarms as needed.
- Take action to correct and repair unsafe conditions
- Selects, trains, and evaluates maintenance, grounds and transportation personnel and assists with hiring all custodians. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline and termination procedures.
- Develop and prepare the annual budgets for the assigned departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; establish and operate a cost accounting and control system for Maintenance and Transportation Department activities which insure accurate financial reporting. Analyze economical work methods in building and grounds maintenance as well as transportation for the purpose of achieving maximum efficiency and effectiveness.
- Develop, coordinate, and maintain the state-administered deferred maintenance program for buildings and grounds.
- Chair the District Safety Committee (that is comprised of 12 (twelve) members) and administer the budget.
- Provide for District wide compliance with local, state and federal regulations related to maintenance and transportation. Work as the District IPM Coordinator (Integrated Pest Management). Work as the District DER (Designated Employee Representative).
- Conduct annual trainings for custodial staff. Schedule and train substitute custodians.
- Provide random evening checks once a week of night custodial staff. Coordinate evening and weekend calls from alarm company making the determination as to whether to dispatch alarm company guards, the sheriff department or yourself to investigate.
- Order and store custodial supplies for the District. Coordinate with the sites for summer cleaning supplies. Maintain the supply budget.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; advise the Superintendent of unusual trends or problems and recommend appropriate corrective action.
- Communicate with District Administrators, principals and outside contractors to coordinate activities and programs. Resolve issues and exchange information; develop policies and procedures to encourage effective and efficient management controls.
- Evaluate, collect and interpret, reason, define problems, establish facts, draw valid conclusions, make justifiable judgments and decisions. Understand and execute oral and written instructions, policies and procedures and can effectively illustrate and demonstrate these procedures to others when needed.
- Prepares cost, time and labor estimates. Assists in the preparation of plans and bids for major and minor construction projects. Contracts for labor and materials. Work closely with the District's Architects.
- Provides oversight for projects using contractors and laborers to perform contracted services.
- Provide for the detection, identification, classification, containment, assessment, and removal of hazardous materials. Must be current in MSDS (Material Safety Data Sheets). Maintain high levels of sanitation and safety.

- Attend IEP (Individualized Education Plan) meetings as they relate to transportation needs.
- Maintain and administer the District Transportation Terminal records, administer the transportation random drug-testing program, work with the California Highway Patrol and Federal Department of Transportation.
- Work directly with California Highway Patrol, responsible for maintaining and ensuring School Bus Driver Certifications are kept current.
- Files accident reports with the CHP and coordinates with the Districts insurance carrier through the Business Office if necessary.
- Plan, organize, control and direct the scheduling of transportation routes and vehicle maintenance.
- Keep accurate records of all regular 45-day inspections and annual inspections. Works in conjunction with the California Highway Patrol on their annual inspections.

QUALIFICATIONS (Knowledge and abilities):

KNOWLEDGE OF:

- Planning, organization and direction of procedural guidelines for the Maintenance and Transportation Department.
- Modern theories, techniques, and methods of maintenance, grounds and transportation program management.
- Budget preparation and control.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of administration, supervision and training.
- Operation of a computer and assigned software along with Building Automation Systems (BAS).
- Safety rules and regulations.

ABILITY TO:

- Plan, organize, coordinate and direct the District's transportation, grounds and maintenance program activities for the District.
- Prepare and administer large and complex budgets and allocate limited resources in a cost effective manner.
- Train and evaluate the performance of assigned staff.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- Have the initiative to independently develop methods and techniques in the interest of effectiveness and efficiency.

Education and/or Experience:

Associate of Arts Degree or equivalent experience (State licensing) plus specialized training or on the job experience and competence in at least three of the building trades. A minimum of

five years of experience in the maintenance and construction of buildings, grounds and facilities, and transportation in a school district is preferred along with two years of increasingly responsible supervisory level experience.

Licenses or Certificates: Requires a valid California Driver's License.