



# LOMPEC UNIFIED SCHOOL DISTRICT

## DIRECTOR- MAINTENANCE & OPERATIONS

---

### **JOB SUMMARY:**

Under the direction of the Assistant Superintendent-Business, plan, organize, control and direct the maintenance, operations, safety compliance, energy management services of the District; manage the grounds, custodial, skilled maintenance and other functions; participate in various construction planning and development activities; serve as a participating member of District facility, bond oversight, safety committees and community groups to ensure efficient, sound and safe facility operations and maintenance; supervise and evaluate the performance of assigned personnel.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct maintenance and operations activities; establish standards for proper cleanliness, safety, building maintenance and repair and grounds maintenance for students and personnel; oversee all functions related to the maintenance and repair of District facilities, buildings, yards, and grounds, including the determination of operational priorities.
- Plan, organize, review, and prioritize work orders and projects for maintenance, custodial and grounds activities; meet with personnel and provide direction on assignments; inspect projects upon completion.
- Participate in various construction planning, project management, energy management and development activities; review specifications and make changes as needed; monitor and visit sites to inspect ongoing construction projects; supervise in house special construction projects; attend various meetings related to construction activities or plans.
- Oversee the management and maintenance of the District's energy savings program to improve energy efficiency and consumption.
- Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, termination, and disciplinary actions; inspect and verify proper utilization of time, materials and equipment in the performance of maintenance, grounds, custodial and transportation duties.
- Oversee the preparation, development and implementation of industry standard safety procedures and practices; ensure OSHA and other related safety regulation compliance policies are applied and followed District-wide.
- Provide technical expertise, information, and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise Assistant Superintendent-Business of unusual trends or problems and recommend appropriate corrective action.
- Manage construction contracts for major facility projects and modernization of existing facilities; ensure work is performed in accordance with specifications, timelines and budget.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

- Develop and prepare the annual preliminary budget for the Maintenance & Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records, files and bid documents related to assigned activities and personnel.
- Communicate with other administrators, personnel, contractors, vendors, and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.\
- Meet with site administrators regarding site maintenance needs; recommend changes or alternations; provide cost estimates and timelines.
- Research products, laws, and regulations; recommend purchases, contracts and maintaining District-wide services.
- Inspect repair and maintenance work, grounds, special projects, equipment, work orders, daily maintenance, and supplies; recommend major maintenance needs for inclusion in the deferred maintenance plan; prepare Deferred Maintenance Plan including cost estimates.
- Operate a computer and assigned software programs; operate standard office and maintenance and operations tools and equipment as assigned; drive a vehicle to conduct work and site visits.
- Attend and conduct a variety of meetings, workshops and trainings as assigned.

**OTHER DUTIES:**

- Perform related duties as assigned.

**REQUIRED QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: Bachelor's degree in a related field and five years increasingly responsible experience in a combination of maintenance and operations activities including two years in a supervisory capacity. Preferred; Verifiable experience in construction project management.

Licenses and other Requirements

- Valid California Class C driver's license.

Knowledge of:

- Planning, organization and direction of Maintenance & Operations services and operations.
- Budget preparation and control.
- Applicable laws, rules and regulations regarding maintenance, grounds, construction, safety compliance, energy management and related activities.
- Oral and written communication skills.
- Maintenance, grounds and custodial procedures and operations.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Funding sources and approval process.
- Methods, tools, supplies and equipment used in building maintenance and custodial work.
- Building construction planning and development.
- Operation of a computer and assigned software.
- Environmental, health and safety issues and regulations related to employees, buildings and property.

Director- Maintenance & Operations

- Arithmetic computations.

**Ability to:**

- Plan, organize, control and direct the maintenance and operations of the District.
- Manage the grounds, custodial, skilled maintenance, automotive shop and other functions.
- Participate in various construction planning and development activities.
- Train and evaluate the performance of assigned personnel.
- Estimate materials and labor costs.
- Lay out, schedule, direct and control a diversified maintenance and operations program.
- Develop and enforce work standards.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Perform arithmetic calculations quickly and accurately.
- Direct the maintenance of a variety of reports and files related to assigned activities.

**WORKING CONDITIONS:**

**Work Environment:**

- Indoor/Office environment.
- Driving a vehicle to conduct work.
- Noise from equipment operation.
- Evening or variable works hours.
- Frequent interruptions and changing work priorities.

**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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate assigned tools and equipment.
- Seeing to evaluate needed repairs, safety issues and monitor work projects.
- Walking over rough or uneven surfaces.
- Standing and walking for extended periods of time to conduct inspections.
- Generally, the job requires 30% sitting, 30% walking and 40% standing.

**Hazards:**

- Working around and with machinery having moving parts.
- Exposure to potential hazards of inspecting construction sites.
- Potential exposure to hazardous substances and materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** Level IX