

Oak Grove School District

JOB TITLE: Program Director, FMOT

SALARY RANGE: G(12)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Assists the Chief Operations Officer in the administrative and operational leadership of Facilities, Maintenance, Operations and Transportation (FMOT) and shares responsibility in adhering to federal, state, and local regulations. Directs, coordinates, supervises and evaluates the work of others. Provides assistance to the COO and organizes the District's facilities, maintenance, operations, and transportation activities as well as the safety and energy management programs. Functions as a member of the District Leadership Team and participates in the formulation and implementation of District policies.

ESSENTIAL JOB FUNCTIONS:

Maintenance

- Provides direction and guidance for all maintenance activities
- Oversees the maintenance and functioning of building systems, including mechanical, electrical, plumbing, fire/life safety, elevators/lifts, and controls/energy and emergency management systems
- Oversees maintenance, repair, modification, installation, and construction by all maintenance staff, inclusive of laborers, electricians, carpentry, maintenance, and maintenance mechanic
- Oversees the development, implementation, and maintenance of standard operating procedures for facilities systems, emergency response, workplace services, and general department policies
- Maintains fire/life safety systems, burglary systems, clock/bell/speaker systems, and other security systems (cameras, badges, lock systems). Assures systems are operating correctly across the District; completes fire/life safety system annual testing and routine maintenance of systems, including fire extinguishers, pull stations, detectors, sprinkler systems, and other components
- Establishes or adjusts operations to meet timelines using knowledge of capacities of equipment, machines, and personnel
- Implements measures to improve service, production, equipment performance and utilization, and work conditions
- Collaborates with internal and external personnel to implement and/or maintain facilities
- Develops and maintains a comprehensive preventative maintenance program
- Develops priorities for planned maintenance projects
- Assists with developing the department budgets, approving expenditures, and ensuring expenses are within budget limits

Operations & Safety

- Supports Site Administrators with their Custodial personnel; coordinates and supervises summer custodial work
- Oversees the development and implementation of custodial standard operating procedures for facilities, emergency response, and general department policies
- Trains workers in the safe and effective use of equipment, supplies, and chemicals in compliance with appropriate OSHA and other legal and safety regulations; reports to the Chief Operations Officer any safety hazards observed
- Oversees and supports the Operations Manager's duties as assigned

Program Director, FMOT

- Confers with the Operations Manager on team schedules and estimating staffing requirements for completion of job assignments
- Rotates on-call duties and emergency response with the Operations Manager
- Responsible for implementing weekday, weekend, holiday, and summer shutdown checklists for every building in the District
- Enforces safety regulations
- Attends and conducts staff trainings, disaster and emergency training and drills, and safety and security meetings as assigned
- Establishes and maintains a close working relationship with City Law Enforcement, Fire Prevention, City Public Works, and other Federal, State, and Local agencies
- Collaborates with school personnel regarding job requests and outcomes
- Manages work order records along with tool and parts inventories
- Approves procurement of parts and services with vendors
- Working with the Chief Operations Officer, develops and prepares the annual budget for the MOT Departments; analyzes and reviews budgetary and financial data; monitors and authorizes expenditures in accordance with established guidelines; assists with District budget development and projections
- Assumes direct responsibility for maintenance and custodial personnel functions, including evaluating, supervising, directing action and activities, and leading the division; coordinates hiring and training, recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate; supports Operations Manager for personnel functions of Transportation and Grounds staff
- Ensures that appropriate professional development activities are provided for personnel
- Demonstrates and guides lead staff in effective leadership and management strategies
- Performs other related work as required

Transportation

- Supports Operations Manager in reviewing transportation staffing and vehicle maintenance needs
- Plans, coordinates, and ensures the implementation of the bus evacuation drills for students in accordance with Federal and State requirements
- Establishes and implements preventive maintenance schedules to comply with California Highway Patrol Guidelines and minimize repair costs
- Coordinates, monitors, and regularly evaluates the preparation, scheduling, routing, and availability of buses, vehicles, and personnel needed to service the District's transportation needs
- Responds to questions and complaints from the public and District staff regarding school bus services
- Develops preventative maintenance planning and procurement of white fleet vehicles and yellow fleet vehicles, including electric vehicles
- Acts as a substitute bus driver, as needed

Energy Management

- Assists with the development, monitoring, and implementation of the District's energy and building management system (BMS) and conservation program and initiatives, as directed and/or as needed
- Monitors the District's energy management program's approved policy and guidelines to reduce consumption
- Responsible for administration and record keeping, accountability, reporting, program implementation, promoting District employee involvement, and validating energy management system compliance with the District's energy policy guidelines

KNOWLEDGE, SKILL AND ABILITIES:

- Experience with bargaining unit contract administration and negotiation
- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents
- Knowledge of procurement rules, regulations, and rules of state contracting and CUPCCAA guidelines
- Knowledge of proper accounting and record-keeping procedures and methodologies
- Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or Federal, State, and Local laws, rules, and regulations, as well as District policies, regulations, and procedures
- Thorough knowledge of the basic principles and methods of mechanical and maintenance trades as applied to repairing large buildings; general knowledge of basic architectural and engineering principles and concepts
- Thorough knowledge of the principles, practices, equipment, tools, and materials used in maintenance work
- Thorough knowledge of the hazard and safety precautions involved in maintenance work
- Must be flexible, proactive, highly motivated, resourceful, professional, and efficient
- Ability to respond to emergencies anytime and work unusual hours as required
- Ability to work independently or with little supervision
- Ability to plan and supervise the work of subordinates
- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities
- Ability to exercise sound, independent judgment in carrying out functions of the position
- Ability to read and interpret blueprints, plans, specifications, and drawings to determine job requirements
- Proficiency in Microsoft Office Word, Excel, Outlook, Gmail, and Google applications

EDUCATION AND EXPERIENCE:

- Bachelor's degree with two years of related work experience required
- Bachelor's degree requirement may be substituted with three years of related work experience in a K-12 school setting

SPECIAL REQUIREMENTS:

- Possession of a valid Class B California Commercial Driver's License
- Possession of a valid California School Bus Certificate, a valid Driver's Training Certificate, and a valid medical examination report (DL51) or up to one year to possess a School Bus Certificate

PHYSICAL DEMANDS:

- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to raise and lift materials from one level to another and use strength to carry items needed to perform the functions of the job
- Bend, twist, kneel, and stoop
- Write legible reports

PHYSICAL DEMANDS: (continued)

- Read notes, memos, and printed material
- Speak clearly and communicate effectively
- Dexterity of hands and fingers to operate a computer keyboard and machinery related to the job

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.