

## REDLANDS UNIFIED SCHOOL DISTRICT

### JOB DESCRIPTION

TITLE Director I, Maintenance and Operations

### QUALIFICATIONS

EDUCATION: Required B.A. or B.S. degree in business administration or a closely related field of study or equivalent work experience in a closely related field.

Desired B.A. or B.S. degree or higher.

EXPERIENCE: Required Five years of skilled and increasingly responsible experience, preferably in a school district capacity, in building construction and maintenance work of which at least two years shall have been in a supervisory capacity.

Desirable Significant experience in public school administration with emphasis in business management.

### PERSONAL

### QUALIFICATIONS:

Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

### BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Assistant Superintendent, Business Services, plan, organize and supervise the maintenance, repair and alteration of buildings, equipment and grounds, and custodial function involved in the care of buildings and grounds. Shall be responsible for directing, supervising, coordinating, and evaluating maintenance services.

### DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Director I, Maintenance and Operations' job performance will be as follows:

1. Work orders from the school principals and administrative office for buildings and grounds maintenance and construction work will be checked and reviewed in a timely manner.
2. The maintenance staff for district-wide buildings and grounds maintenance programs will be scheduled in an appropriate and timely manner.
3. Assignment of job priorities and work orders with foremen will be regularly reviewed.
4. District records of materials ordered or on hand will be accurately kept.
5. Work schedules of renovation, remodeling and repairs of school district building and ground facilities will be effectively assigned.
6. The cost of projects will be accurately estimated.

7. Plans and specifications for sprinkler systems, landscaping and other improvements will be accurately and effectively prepared.
8. Itemized budgets for building and ground maintenance operations to be performed by district crews will be competently prepared and submitted to administration for approval.
9. District budget requests and projected district-wide maintenance and construction needs will be competently coordinated with district officials.
10. Approved district expenditures for building and ground maintenance and repair work will be appropriately requisitioned.
11. Policies for the recommendation and hiring of job applicants for employment will be appropriately developed and effectively implemented.
12. A training program for new employees will be effectively implemented and supervised.
13. Oral and written reports will be effectively prepared and accurately submitted.
14. Consultation with administrative officials, contractors, and architects upgrading new construction activities as they relate to future building and ground maintenance work will be capably and effectively conducted.
15. A preventive maintenance program will be effectively initiated, implemented, and monitored.
16. A deferred maintenance plan that is annually updated and reported to the Offices of Public School Construction (OPSC) will be developed, implemented, and maintained.
17. An effective program for upgrading district facilities will be implemented in a responsible manner.
18. During the summer months in the absence of the principals, be responsible for an effective elementary cleaning program by custodial staff.
19. Effectively assist the Redlands Police Department and/or school district officials in evaluation of school damage and expeditiously make temporary repairs when needed.
20. The District's alarm systems will be answered promptly to assist the Redlands Police Department and sites.
21. Maintain and operate the District's computerized work order system.
22. Annual district and school site safety inspections will be competently conducted.
23. District building and ground equipment safety inspections will be conducted in a timely manner.
24. District catalogs and files of all vendors and purchases will be accurately kept.
25. District purchasing of maintenance materials through central administration will be accurately accomplished with proper budget classes, requisition numbers, or work order numbers.

26. Contacting vendors and obtaining quotes for best prices and arranging for purchase and delivery will be expeditiously carried out.
27. The supervision of the District swimming pools' records and supply procurement will be effectively implemented and coordinated.
28. Assigned personnel will be adequately supervised and appropriately evaluated.
29. Timely and effective communications regarding incidents and/or situations which might impact the District, its divisions, or its schools will be consistently provided to appropriate district office/school personnel.
30. Active and consistent efforts will be made to maintain and improve the external and internal image of the District, its divisions and its schools.
31. Appropriate data in support of the status of Annual Objectives and Job Description elements will be gathered.
32. An effective and efficient disaster preparedness program will be appropriately initiated and coordinated with city, county, state, and federal agencies.
33. Cooperative ventures with other governmental, civic, and private agencies as related to business services will be effectively coordinated and directed.
34. Efforts to obtain outside resources, through federal and state projects which can be applied to the Business Services Department will be appropriately and effectively directed, coordinated, and evaluated.
35. A high level of awareness regarding all laws, regulation, statutes, rules, and policies affecting the business aspects of the District will be consistently maintained and the information accurately interpreted.
36. Other duties assigned by the supervisor will be effectively accomplished.