



**November 2020  
New Job Description**

**Personnel Commission Approval Date: November 10, 2020  
Board Approval Date: November 2, 2020**

Assistant Director, Maintenance, Operations, Facilities, and Transportation

Definition

Under the direction of the Director, Maintenance, Operations, Facilities, and Transportation (MOFT), plan, control, schedule, and oversee the day-to-day activities and operations of MOFT at individual sites; train and evaluate the performance of assigned personnel.

Essential Duties and Responsibilities

- Plan, schedule, control, and supervise the day-to-day activities and operations of maintenance and grounds including custodial functions at individual sites;
- Inspect district buildings, equipment, construction sites, grounds, and facilities to determine needed maintenance and repair;
- Review work in progress and assure proper completion of work orders and contracts;
- Coordinate MOFT activities with the site administrator to ensure effective and efficient outcomes to grounds and facility needs;
- Consult with district maintenance personnel, administrators, and outside contractors to coordinate, prioritize, and schedule work projects;
- Plan, organize, review, and prioritize work orders and projects for maintenance and grounds;
- Consult with site administrators on how to improve custodial services;
- Meet with department staff and provide supervision on assignments;
- Inspect projects upon completion;
- Work in cooperation with site administrators to supervise and evaluate the performance of assigned staff;
- Assign and review work and participate in the selection of new personnel;
- Recommend and participate in disciplinary action as needed;
- Develop and prepare work schedules;
- Review maintenance reports and work orders to determine materials, labor, and time requirements;
- Prioritize and coordinate duties and assignments to assure effective workflow and facilitate operations;
- Work with the Director, MOFT to communicate with vendors, contractors, engineers, and State and County inspectors regarding related activities, materials, specifications, scheduling, and district policies and procedures;
- Read and interpret building plans, blueprints, and specifications;
- Assure conformance with building and safety codes, regulations, and requirements;

- Prepare and maintain records, files, logs, and reports related to personnel, inventory, facilities use, supplies, work requests, work performed, and security and safety issues;
- Determine and order needed equipment, materials, and supplies for district maintenance operations;
- Requisition a wide variety of supplies, maintenance tools, and equipment;
- Assure proper receipt and distribution of ordered materials;
- Operate a computer and other office equipment as assigned;
- Operate various maintenance and grounds vehicles, tools, machines, and equipment;
- Attend a variety of meetings as assigned;
- Assist in the coordination of large projects;
- Perform related duties as assigned.

#### Required Qualifications

- Any combination equivalent to graduation from high school;
- At least one year of general trade experience in Maintenance, Custodial, and Grounds/Landscaping;
- Five years of journey-level experience in at least one of the following areas: Grounds/Landscaping, Custodial, or Maintenance (e.g., carpentry, electrical, HVAC, plumbing, painting);
- Two years of experience in a supervisory, lead, or senior capacity;
- Valid California driver's license and insurability with district carrier.

#### Preferred Qualification

- Formal supervisory, managerial, and/or leadership training, or education completed at a college, trade school, conference, or workshop.

#### Knowledge of:

- Methods, materials, and equipment used in building maintenance, grounds, and custodial;
- Practices and laws governing the maintenance and repair of schools and public buildings;
- Health and safety regulations;
- Applicable state, county, and city laws, codes, and regulations related to assigned areas;
- District organization, operations, policies, and objectives;
- Principles and practices of supervision and training;
- Proper methods of storing equipment, materials, and supplies;
- Oral and written communication skills;
- Recordkeeping techniques.

Ability to:

- Plan, organize, schedule, assign, and review maintenance work and projects;
- Train, supervise, and evaluate personnel;
- Prioritize and schedule work;
- Assign and review work;
- Read, interpret, and work from drawings and blueprints;
- Estimate materials and labor costs;
- Prepare and maintain records;
- Establish and maintain cooperative and effective working relationships with others.

This position will be paid on the Classified Management Salary Schedule, Range 204 (currently \$7,063.94 - \$8,582.98), 12 months.