

February 2014

Director of Maintenance, Operations, Facilities, and Transportation

Definition

Under administrative direction, plans, organizes, coordinates, and directs the maintenance, custodial, transportation, and groundskeeping operations of the District; supervises, trains, and evaluates staff; coordinates the construction and maintenance work of outside contractors; and performs other related work as required.

Essential Duties and Responsibilities

- Plans, organizes, coordinates, and directs the construction, maintenance, grounds keeping, and custodial functions of the District;
- Supervises and confers with supervisors and trains personnel regarding methods and procedures of work, supplies, equipment requirements, and operational priorities of work;
- Plans, inspects, and coordinates the facilities, custodial, and related maintenance needs necessary to carry out Districtwide building care, cleaning, and operations standards; acts as coordinator and consultant to site administrators, head custodians, and appropriate maintenance and grounds staff;
- Maintains and administers the District's school size/custodial ratio criterion; assists site administrators by recommending cleaning schedules, routines, and workloads;
- Inspects school plans for needed repairs on a continual basis;
- Recommends, develops, and implements Districtwide programs related to employee and student safety;
- Serves as chair of the District Safety Committee and directs development and implementation of safety programs, including the Injury and Illness Prevention Program;
- Serves as the District's disaster preparedness coordinator;
- Identifies safety issues and advises District and site administration on appropriate remediation;
- Directs the operation of the District student transportation department;
- Assists in solving personnel and technical problems and in determining personnel and materials requirements;
- Confers with District administrators regarding priorities and conflicts pertaining to the above-mentioned activities on District facilities, grounds, and related equipment and machinery;
- Prepares requisitions for materials to expedite various jobs;
- Develops plans, sketches, cost estimates, specifications, and work schedules;
- Inspects all District properties for fire, safety, and health hazards;
- Supervises, trains, and evaluates staff;
- Inspects all major maintenance and groundskeeping work within the District;
- Coordinates work and prepares cost estimates for construction and maintenance work performed by outside contractors;

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- Develops tentative budget proposals for maintenance and operations;
- Establishes and oversees a comprehensive program of preventive maintenance and energy conservation;
- Plans and conducts or arranges for inservice training programs;
- Prepares incident reports and conducts accident investigations;
- Consults and advises in regard to alteration of existing structures;
- Prepares and presents required reports;
- Directs departmental recordkeeping activities;
- Serves on District committees as assigned.

Required Qualifications

- Possession of a valid California driver's license;
- Insurability with District carrier and a driving record acceptable to District administration;
- Regular attendance at the workplace is an essential function of this position.

Education:

- High school diploma or equivalent.
- Completed college-level or trade school courses in supervision, management and applicable technical maintenance, trades, and operations areas.

Training and Experience

- Five years of increasingly responsible experience in building construction and maintenance work, preferably in a community college or school district setting; and including at least three years in a supervisory capacity; or
- Any combination of education, experience, and training that provides the required knowledge and abilities to perform the essential job functions.

Knowledge of:

- Safety requirements for maintenance and operation of District buildings, grounds, and equipment;
- Methods, practices, equipment, and supplies used in the maintenance, repair, and operation of buildings and grounds;
- Laws and regulations pertaining to the construction and repair of buildings;
- Principles of organization and departmental management;
- Principles of supervision, training, and effective personnel management;
- Budgetary and recordkeeping practices;
- Energy conservation programs and practices;
- Proper use, storage, and disposal of hazardous chemicals and waste, including federal, state, and local regulations;
- Laws, rules, regulations, and guidelines governing school and workplace safety;

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- Laws, rules, and guidelines, governing student transportation, including transportation of special-needs students;
- Policies and procedures concerning time lines and routing of school buses.

Ability to:

- Plan, organize, coordinate, and direct the maintenance, custodial, and groundskeeping operations of the District;
- Supervise, train, and evaluate staff;
- Coordinate the work of outside contractors and consultants;
- Provide technical advice and recommendations on maintenance and operation activities;
- Estimate costs of building repairs, alterations, and maintenance work, and prepare accurate budget estimates;
- Interpret building plans and specifications;
- Prepare oral and written reports;
- Keep accurate records;
- Plan, organize, and direct staff on laws, rules, and regulations for handling, storage, and disposal of toxic and hazardous materials and waste;
- Establish and maintain cooperative working relationships;
- Ensure compliance with District policies, practices, and collective bargaining agreements.