

CLASSIFICATION STATEMENT: Assistant Director, Facilities, Maintenance & Operations

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: ASSISTANT DIRECTOR, FACILITIES, MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Executive Director of Facilities Planning, Maintenance, Operations & Transportation (FPMOT), within a broad framework of standard operating policies and procedures, the Assistant Director, Facilities, Maintenance & Operations (FMO) directs, coordinates, supervises, plans and organizes the District's maintenance, operations, facilities and custodial services as needed; provides support and responsibility for the general maintenance, repair, and alterations of school buildings and grounds; directs, supervises and evaluates custodial as well as maintenance and grounds staff as needed. Collaborates with site administrators in the area of custodial operations to assure the proper cleaning and maintenance of assigned building and facilities. Coordinates with Executive Director of Facilities Planning, Maintenance, Operations & Transportation for future facility needs.

ESSENTIAL DUTIES:

Plans, supervises and directs the work of maintenance, custodial, and grounds personnel.

Manages, plans, organizes, coordinates, and directs the work of the District's custodial services, as well as maintenance and grounds as needed.

Assists in the preparation and coordination of plans and specifications for public works bids, include the writing, advertising, and review process of bids as well as supervising successful completion of projects.

Inspects work sites and reviews work to assure the proper and efficient completion of assignments and compliance standards of cleanliness, safety and security.

Reviews and interprets plans and specifications, study and analyze the terms and conditions of contract agreements, and verify that all construction projects are completed in accordance with drawings and specifications.

Instructs custodial and maintenance personnel in the proper performance of duties, implementation of good safety practices and procedures and the appropriate use of chemicals and equipment.

Manages District use of facilities under the Civic Center Act and insures proper space utilization is consistent with energy conservation program.

Maintains regular communication with the Executive Director of Facilities Planning, Maintenance, Operations & Transportation and school site principals concerning scheduling, assignments, problems, and the work of the custodial, maintenance, and grounds staff.

Coordinates and monitors construction, alteration and maintenance contract projects; directs quality assurance, inspection and testing services related to construction projects.

Plans, schedules, and coordinates building repairs and alterations of district structures and related physical facilities.

Works with maintenance staff to plan, schedule and coordinate carpentry, electrical, plumbing, painting, locks, heating, and ventilation maintenance work.

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Reviews and prepares cost estimates of material, equipment and labor for repairs, renovations and alterations of District facilities.

Confers with the Office of Public School Construction to ensure compliance with state regulations and requirements for modernization and new building construction.

Plans and implements projects under the District Deferred Maintenance Program, issues of environmental compliance, and indoor air quality for all District facilities including the electronic programming and monitoring of HVAC systems.

Works with Grounds Maintenance staff to plan, schedule and coordinate the repair of playground equipment, fences, landscaping maintenance, irrigation and equipment.

Supports the training, supervision and evaluation of custodial, maintenance, and grounds personnel as needed.

Maintains responsibility for developing annual departmental and updating of a five-year Deferred Maintenance and Repair plan in accordance with the Local Control Funding Formula budget.

Reviews requests for alteration, remodeling and other work.

Assists in the preparation of annual and multi-year maintenance, grounds, custodial and construction budgets and capital outlay analyses.

Confers with Maintenance staff and school site principals regarding the feasibility and timing of work projects.

Develops estimates of costs of building and renovation projects in cooperation with technical personnel; monitors cost of construction projects for budget containment.

Works with site principals and department supervisors to plan, schedule, and coordinate work projects for the District.

Plans, organizes, and manages the functions of the district energy/utilities management programs.

Consults with and advises architects, contractors, and school administrators on plans and specifications.

Maintains accurate records and prepares reports on past, current, and future work projects.

Manages work related to hazardous materials.

Conducts and develops monthly staff meetings.

Ensures compliance with County, State, and Federal inspection requirements.

Maintains inventory for facility supplies and equipment; interfaces with the Purchasing department to ensure the quality of the products and equipment being purchased while working within budgetary parameters.

Coordinates communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others, as necessary; attends various meetings, seminars, and in-services.

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OTHER REPRESENTATIVE DUTIES:

Assists in budget preparation; providing estimates and recommendations, as requested; monitors revenues and expenditures.

Responds to after-hours calls regarding vandalism, break-ins, fires, and other emergencies at District sites, as required or necessary.

Provides advisory assistance to school principals relative to day custodial functions.

Assumes responsibility for the supervision and direction of Senior Custodians and their activities during summer and other recess periods when school principals are not scheduled to work.

Performs other related duties as required or assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision: (1) Reports to and receives direction from the Executive Director of Facilities Planning, Maintenance, Operations & Transportation.

(2) Directly supervises maintenance, grounds, and custodial staff as needed.

Internal Contacts: Continuing contacts with Executive Director of Facilities Planning, Maintenance, Operations & Transportation, district level administrators, principals and other district personnel.

External Contacts: Continuing contacts with vendors, contractors, architects, engineers, city and county officials, insurance and safety inspectors, and parents.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE OF:

Any combination of knowledge that would demonstrate the ability to manage the following services: custodial operations as well as maintenance and grounds in an institutional setting; record keeping, inventory control and report writing; modern maintenance methods, tools, and equipment used in custodial operations, maintenance, grounds and building construction; laws governing construction and repair of public school buildings; CAL OSHA Title 8-General Safety Orders; Title 24-Special Building Regulations; Title 19-Public Safety.

Principles and practices of supervision and training.

Proper methods for storing equipment, materials and supplies.

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Budget process and fiscal management.

Principles, methods, materials, and equipment used in facilities, planning, construction, operation, and maintenance.

Principles and practices of construction management, architectural plans, budgeting, and cost control.

Operations and building maintenance practices including pertinent laws and building codes.

ABILITY TO:

Communicate effectively in both oral and written form.

Use interpersonal skills with tact, patience and courtesy.

Read, understand and interpret laws, codes, and regulations covering construction, operations, and maintenance of public school facilities.

Prepare comprehensive technical studies and reports, policies, regulations, proposals, schedules, and correspondence.

Plan, organize and execute construction and maintenance projects.

Ability to understand and interpret applicable laws, codes, policies and regulations; use appropriate data processing and information systems effectively; use advanced communication skills; train, supervise and evaluate staff; use mastery skill in creative and adaptive program planning, design, implementation, maintenance and evaluation; use non-traditional techniques in analysis of collected data; make decision and solve problems where district-wide, cross-divisional concerns are at stake; research monitor and recommend standards, procedures and methods that have significant impact at departmental, divisional and organizational levels.

EDUCATION AND EXPERIENCE:

Education: College level or comparable courses in building trades and inspection, facility management, business practices and supervision. Associate of Arts degree or higher in related field and/or School Building Inspection certification preferred.

Experience: At least five (5) years of increasingly responsible experience in facilities including custodial, construction, maintenance, operations and grounds; at least two years of supervisory experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California Driver's License.

OTHER REQUIREMENTS:

- (1) A dependable mode of personal motorized transportation.
 - (2) Insurability by the District's liability insurance carrier.
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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.

The employee is regularly required to stand, walk, stoop, kneel, crouch, climb or balance. The employee is regularly required to repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly. The employee must frequently lift and/or move objects or materials weighing up to 50 pounds; occasionally move and/or lift 100 pounds with assistance.

WORKING CONDITIONS:

A primarily indoor environment, with some outside functions required on occasion; driving to various sites to provide direction to assigned custodial and other personnel, including the supervision and direction of their work activities; is occasionally exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals; responds to various emergency situations.

PREPARED BY:	Classified Personnel Department	DATE: January, 1997
	Revised	DATE: March, 1998
	Draft revision:	DATE: December 2009
APPROVED BY:	Board of Trustees	DATE: September 1, 1994
	Revised	DATE: April 17, 1997
APPROVED BY:	Personnel Commission	DATE: September 7, 1994
	Revised	DATE: April 22, 1997
	Revised	DATE: September 26, 2000
	Revised	DATE: August 11, 2015
	Revised	DATE: May 29, 2018