OROVILLE UNION HIGH SCHOOL DISTRICT

Job Description

JOB TITLE: Assistant Director of Facilities, Information Technology and Transportation

SALARY LEVEL:	Confidential/Sup Schedule	DIVISION:	Confidential/Supervisory
DEPARTMENT:	Superintendent	LOCATION:	District Office
REPORTS TO	Facilities, IT & Transportation Director		
APPROVED BY:	Board of Trustees	DATE:	9/1/2022

SUMMARY: Under general direction of the Facilities, IT & Transportation Director supervises the daily operations of the maintenance, grounds, technology, custodial and universal departments; supervises the District technology and telecommunications systems and staff; supervises transportation staff and the daily operations of transportation; performs other related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- To plan, organize, coordinate and direct the District's building maintenance, custodial and grounds keeping services and operations and transportation.
- To administer and recommend policies and procedures for the facilities, Information Technology and Transportation programs
- To inspect and evaluate regularly all District facilities.
- To prepare long-and-short-range plans for repair, maintenance and site-improvement projects.
- To plan, coordinate, and direct the system to transport pupils to/from school and on all extra trips.
- To supervise and evaluate skilled personnel in building maintenance, universals, operations, information technology and transportation staff.
- Regularly evaluates Facilities, and Information Technology plant conditions and needs, and determines priority of work to be done.
- Develops long and short-range maintenance and Information Technology plans/programs to ensure that District resources are effectively utilized.
- Plans, develops, implements, and directs the District preventative maintenance program
- Assists in ensuring the highest levels of safety and efficiency of student transportation, good maintenance and repair of bus and van fleet, best practices, oversight and training of drivers and mechanics, and ongoing safety certifications with the California Highway Patrol.
- Assists with the establishment of all bus routes, field and extracurricular trips, all bus drivers' records related to transportation and transportation personnel to ensure safe and efficient bus operations.
- Confers with site administration to resolve disciplinary problems of student passengers.
- Assists with managing and monitoring the work order system, and holds staff accountable for swift attention to and full completion of needed repairs and improvements.

- Assists with the direction of projects (e.g. site repairs/construction, preventative maintenance, technology, etc.) to ensure completion with established timeframes, project design, and budget.
- Inspects new construction repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure that jobs are completed efficiently; specifications for major capitol improvements are within local/state/federal regulations.
- Assists with the planning, designing, maintenance of the District's landscaping and irrigation systems and establishes seasonal and weekly schedules for grounds to ensure that the grounds are well kept.
- Regularly inspects conditions of playing fields, playgrounds, and outdoor areas and ensures the highest degree of safety, quality, functionality and aesthetics.
- Performs personnel supervision and evaluation functions (e.g. interviewing, evaluating, supervising, selecting employees, disciplinary actions, etc.) to maintain adequate staffing, enhance productivity of personnel, and achieve district objectives.
- Assists with the coordination of all custodial/facilities activities in the district, working with site administrators to provide proper overall technical guidance and direction regarding custodial operations. Establishes schedules, routines, practices, processes, and regular inspections of the work to ensure the highest level of cleanliness, safety and sanitation for students and employees.
- Assists with the oversight of the technological improvements and applications and their management to enhance productivity, efficiency, and service.
- Assists with the coordination of universal support staff to effectively and efficiently meet site needs.
- Participates in meetings, workshops, and seminars to convey and/or gather information required to perform functions.
- Presents information to communicate information, gain feedback and ensure adherence to established internal controls. Provides clear, consistent, and effective oral and written communications.
- Presents information to the Director of Facilities, IT and Transportation regarding maintenance, operations, facilities, information technology, and transportation plans, projects, and needs, providing pertinent information, and requesting approval from the Director as needed.
- Researches new products, laws, regulations, etc. to recommend purchases, contracts, and maintaining District wide services. Stays current on methods, products, practices, laws, and regulations relevant to the work of the department.
- Coordinates schedules and special event operations to ensure required facilities preparation.
- Assists in preparation of proposals, coordinates and schedules acquisition and constructions of permanent and relocatable facilities.
- Assists in competitive bidding and proposal process.
- Represents the district in communications with architects, engineers, and contractors. Assists in the coordination of construction projects, working with (as needed) architects, engineers, project managers, contractors, constructions personnel, inspectors, and the Department of the State Architect (DSA)
- May act as liaison with local government agencies for District development projects as well as community development activities.
- Attends and participates in Board of Trustees, Cabinet, staff, state agency, site, county, and community meetings as required.
- Answers emergency calls outside of scheduled work hours and takes appropriate actions to

protect and preserve property.
- Collaborate with Maintenance and Operations Lead, District Lead Custodian, and Transportation Department Leads to develop training programs for each department.
- Responsible for the appropriate training of employees in assigned areas of responsibility. Plans and conducts in-service training programs
- Acts as the Integrated Pest Management Coordinator and ensures compliance with the health schools act.
- Other duties and responsibilities as directly related to the functions of this position as assigned.

KNOWLEDGE OF:
- Building construction and materials
- Preparation of cost estimates and specifications
- Methods, materials, tools, and terminology used in the building trade
- Applicable codes, ordinances, and regulations related to California school construction
- Local and state agencies and the applicable regulations.
- Methods, techniques, procedures and strategies pertaining to educational technology and telecommunications systems.

ABILITY TO:
- Read and interpret specifications, architectural drawings, diagrams, and schematics
- Prepare technical reports and specifications
- Coordinate and inspect construction and maintenance projects
- Analyze situations and develop appropriate recommendations for action
- Drive a vehicle in the course of performing duties
- Effectively serve as a liaison to contractors and vendors performing District services
- Accurately estimate cost of cleaning, maintenance, repair and construction of facilities
- Establish and maintain effective organizational relationships
- Analyze and assess needs and offer recommendations relating to technology and telecommunications systems

QUALIFICATION REQUIREMENTS: 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.

EDUCATION AND/OR EXPERIENCE: High school diploma; AA degree or BA preferred and 5 years of related professional or management level experience in facilities planning, building construction, general maintenance, grounds keeping or a related field, including supervisory and management experience. In addition, experience in planning and organizing technology and telecommunications systems is preferable.

LANGUAGE SKILLS: Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before the public or employees of organization. Ability to learn and interpret specific rules, laws, and policies and apply them to a variety of situations.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES AND LICENSES: Valid California Driver's License. California Commercial Driver's Class B License with special School Bus Certificate (which requires a current Medical Certificate) is preferred. A contractor's license, HAZMAT certificate, pest control applicator certificate and AHERA accreditation in asbestos management is desirable.

PHYSICAL DEMANDS: The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit use hands to manipulate, handle or feel objects, tools or controls, stand for extended periods, talk and hear. The employee will be required to ascend and descend stairs, ladders, stairs, scaffolding and ramps. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 75 pounds. If lifting more than 75 pounds, a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced.