



Hawthorne School District

14120 S. Hawthorne Blvd., Hawthorne, CA 90250
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OPPORTUNITY FOR CLASSIFIED EMPLOYMENT DIRECTOR OF FACILITIES, MAINTENANCE, AND OPERATIONS

POSITION DESCRIPTION:

Under the direction of the Associate Superintendent of Business Services, the Director of Facilities, Maintenance, and Operations plans, organizes, and manages the work of the facilities, maintenance, and operations staff. This role involves directing, reviewing, and inspecting contract construction and vendors, providing in-service training to assigned personnel, and performing other related duties and responsibilities as required.

MAJOR DUTIES AND RESPONSIBILITIES:

- Organizes, coordinates, and directs activities related to the maintenance, grounds maintenance, warehouse, transportation, bond projects, and custodial functions to assure safety, effective communications, economy, efficient use of equipment and supplies, and appropriate appearance and condition of buildings and grounds.
- Oversees and coordinates new construction projects; provides specification information to architects and engineers; reviews submitted specifications and plans; hires and oversees outside building inspectors; consults with outside contractors on job-related questions and problems; certifies work progress and final payments.
- Plans and coordinates remodeling projects; reviews remodeling specs and plans; provides direction regarding budget and schedule.
- Confers with and directs maintenance, grounds maintenance, warehouse, transportation, and custodial personnel regarding methods and procedures of work, supply and equipment requirements, and operational problems and conflicts.
- Assists with and solve existing problems and determines future requirements of personnel and materials; confers with school officials regarding departmental issues.
- Administers the departmental budget, monitors and controls expenditures in accordance with established policies and procedures.
- Communicates with District and site administrators, regulatory agencies, architects, contractors, vendors, and others concerning maintenance, grounds maintenance, and custodial services.
- Supervises and evaluates the performance of assigned personnel; schedules, assigns, and inspects work; schedules and arranges training as needed.
- Develops and implements short and long-range plans and programs related to vehicle and equipment maintenance, emergency preparedness, safety and injury prevention, and hazardous waste disposal.
- Researches, compiles, analyzes, and interprets technical data related to large-scale maintenance, grounds maintenance, warehouse, transportation, or custodial projects; estimates costs for labor and materials; assists as needed in preparing bid specifications.
- Assures compliance with a variety of health and safety regulations related to equipment operation, toxic waste, and asbestos and lead management, as well as OSHA requirements.
- Consults and advises in regard to alteration of existing structures; works with architects, school supervisors, and contractors on design and construction of school buildings to be remodeled, reviewing and assists in making changes in plans and specifications.
- Administers department timekeeping, including authorizing timesheets and verifying attendance and absence data.
- Oversees and manages security/alarm systems activities and calls; deploys staff as necessary.
- Directs custodial and groundskeeping functions, ensuring standards of quality and priority are met.
- Develops and coordinates the deferred maintenance program for District buildings and grounds, ensuring compliance with the Office of Public School Construction to assure the District's funding qualification; maintains a District-wide project priority list for qualifying deferred maintenance construction projects.
- Performs other related work as required.

ADDITIONAL INFORMATION ON OTHER SIDE

WORK YEAR:

This is a 12-month position. Placement on Confidential Classified Salary Schedule Range BA, minimum of \$117,663 and a maximum of \$158,245.

QUALIFICATIONS:

- Seven (7) years of increasingly responsible experience in facilities, bond project management, maintenance, grounds maintenance, warehouse, transportation, and custodial functions, including at least two (2) years in a supervisory capacity.
- Bachelors Degree from an accredited college or university in engineering, physical sciences, construction management, or other closely related areas desired.
- Condition of Employment – Insurability by the District’s liability insurance carrier.

APPLICATION PROCEDURES:

Qualified individuals interested in applying and being interviewed for the position of Director of Facilities, Maintenance, and Operations should submit the following to the Human Resources Office no later than 4:00 p.m. on April 29, 2024:

1. A completed Application for Classified Employment
2. Resume
3. Three Letters of Recommendation (dated within the last year)
4. Copy of College Transcripts, if any
5. Must submit a current California Department of Motor Vehicles record check

Applications may be obtained by contacting the Classified Personnel Manager, Glinda Medina, at (310) 676-2276 or on the District website: www.hawthornesd.org.

WE RESERVE THE RIGHT TO REOPEN, READVERTISE, DELAY OR CANCEL LISTING OF THIS POSITION

Hawthorne School District Is An Equal Opportunity - Affirmative Action - Title IX Employer

The Hawthorne School District desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Hawthorne School District prohibits employees from discriminating against or harassing any other employee or job applicant on the basis of the person’s actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.