

DIRECTOR OF MAINTENANCE AND OPERATIONS

DEFINITION

Under the direction of the Chief Operations Officer, to supervise, direct and organize the District maintenance program, including the maintenance, repair and modification of buildings, grounds, and equipment. This position will provide extensive coordination of the related functions with site level managers, District staff and outside agencies.

DISTINGUISHING CHARACTERISTICS

This position involves the planning of modification and capital improvements to existing facilities and requires independent decisions involving large sums of money and workforce. This position oversees and coordinates the actions of employees in the maintenance department to insure economy, safety, effective communication and efficient use of equipment and supplies; provides supervision of personnel in the coordination and implementation of the departmental operations; develops and maintains appropriate documents and reports.

EXPERIENCE

Five years of progressively responsible management experience involving planning, contracting, maintenance and operations, and personnel management, preferably in a school environment.

EDUCATION

Academic training in mechanical, electrical, civil and/or industrial engineering, community planning and demographic analyses may be substituted for two years experience (based upon 12 units per semester).

ESSENTIAL FUNCTIONS

- Prepares the overall department budget; prepares and/or reviews estimates of job costs; reviews estimates with actual costs of completed work; prepares and interprets plans and specifications; makes recommendation relative to departmental budgets;
- Monitors departmental expenditures on an on-going basis to assure compliance with budget;
- Schedules, coordinates, and monitors sanitary disposal services, and lawn maintenance and mowing services;
- Negotiates and administers service contracts for Maintenance and Operations services;
- Coordinates fire prevention programs with local fire marshals and school principals;
- Personally inspects District buildings for needed repair and maintenance as well as for fire, safety, or health hazards;
- Determines priority for repairs and new projects;
- Receives work orders and assigns work to craftsmen and workers;
- Inspects work to ensure completion in accordance with established standards, building and safety codes.
- Establishes a District-wide preventative maintenance program;
- Develops, prepares, implements, and monitors the District's projected five year deferred maintenance plan and budget;
- Organizes, develops and conducts in-service training programs
- Works closely with governmental and community agencies in the joint development and use of facilities;
- Coordinates with District administrators, architects, and contractors in the development of plans and specifications for remodeling and capital outlay improvement projects, and deferred maintenance projects;
- Coordinates with Maintenance and Operations Supervisor(s) to ensure all maintenance and operational needs are accomplished at all District sites;
- Confers with and advises school administrators regarding maintenance repairs, new equipment, safety standards, (OSHA, CAL-OSHA, Disaster Preparedness), etc.;
- Provides administrative counsel to management team members regarding maintenance activities;
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary;

- Administers a system for reviewing and evaluating department employees' performance;
- Assists in the resolution of employee complaints;
- Performs related duties as required or assigned.

EMPLOYMENT STANDARDS

Requires:

- Possession of valid California State driver's license;
- Knowledge of applicable provisions of the State Education Code, California School Accounting Manual, and the Administrative Code Title 5 and 8;
- Knowledge of the methods, practices, equipment, and supplies used in the building trades;
- Knowledge of applicable State and local building, safety, and health codes;
- Knowledge of management principles and practices including budget preparation and expenditure control;
- Ability to establish rapport rapidly and maintain effective work relationships with those contacted in the performance of required duties;
- Ability to direct, supervise, and prioritize the work of others;
- Ability to estimate budgetary and personnel needs;
- Ability to perform on-site inspections of new construction or alterations;
- Ability to maintain records and prepare reports.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.