

MANAGER OF MAINTENANCE AND OPERATIONS**DEFINITION:**

Under the general direction of the Director of Maintenance and Operations, monitors maintenance operations to coordinate work functions, computerized work order system, supplies, and schedules; assists with planning, organizing, coordinating, supervising and training of District custodial services; provides efficient communications with all parties and serves as facilitator for the Maintenance and Operations department; works independently and periodically assists the Director in a broad variety of unique duties in the areas of maintenance, grounds, and custodial services.

QUALIFICATIONS:

Education: High school diploma or equivalent, formal training in a skilled trade, supplemented by additional supervisory training is required. Qualifying work experience may be substituted on a year for year basis.

Experience: Minimum of 6 years of total experience in a commercial/educational environment, including a minimum of 2 years in a project leadership capacity. Vocational education or college may substitute for some experience.

KNOWLEDGE OF:

- Procedures and methods used in proper cleaning and maintaining school buildings and grounds
- Materials, equipment and methods used in the maintenance of buildings and building systems
- Computer software systems for management of maintenance work orders, energy management, and irrigation management
- Cal/OSHA Standards, Uniform Building Code, Fire/Life Safety Code, and Americans with Disabilities Act
- Industrial hygiene, environmental safety, health and safety programs
- Identification, storage, handling, and disposal of hazardous materials
- Principles and practices of management, supervision, and training
- School district organization, operations, policies, procedures, laws and objectives
- Record-keeping techniques
- Interpersonal skills using tact, patience, and courtesy
- Effective oral and written communication skills

ABILITY TO:

- Establish and maintain cooperative and effective working relationships with others
- Plan and coordinate the work of custodial, grounds, and maintenance staff
- Initiate and implement industrial safety procedures
- Work independently with minimal direction
- Communicate effectively, both orally and in writing
- Train and direct staff
- Analyze situations accurately, and adopt an effective course of action
- Plan and organize work to meet schedules and timelines
- Operate a computer and related software and technologies
- Estimate materials and supplies required
- Prepare and maintain accurate records and reports
- Meet state and district standards of professional conduct as outlined in Board Policy

DISTINGUISHING CHARACTERISTICS:

This position requires the ability to regularly deal with a broad scope of human relations and technical challenges, including coordinating District maintenance, grounds and custodial staff, and working with outside contractors and agencies. This position will be required to work evenings and/or weekends on occasion.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with planning, organizing, coordinating, supervising and training of the day-to-day operations of maintenance, grounds and custodial services at all District facilities. Includes hiring and daily management of custodial subs to ensure priority absences/leaves are staffed. Review and code timesheets
- Assists in development and preparation of work schedules; prioritizes and coordinates duties and assignments
- Assists in employment interviews for maintenance, grounds and custodial applicants
- Inspects facilities to assure proper care, cleaning and safety requirements, and compliance with guidelines, policies and laws
- Assigns work orders and monitors progress of work order assignments; provides up-to-date information regarding the status of work orders
- Provides consultation and training regarding the work order system; monitors, maintains, and evaluates computerized work order system
- Monitors energy management and irrigation systems for identification of alarm notifications; forwards alarm information to maintenance staff
- Assists in the preparation and administration of plans, bids, and/or cost/time/labor estimates for designated projects
- Coordinates with departments and school sites to facilitate project completion
- Monitors designated projects including inspection, coordination of work, and preparation of appropriate progress reports.
- assist with the planning and design of projects
- Coordinates with vendors/consultants to ensure sites are in compliance with required inspections and the testing and maintenance of fire alarm systems
- Assists and coordinates with district staff to make needed supplies and materials available in a timely manner to minimize any interruption to work projects
- Coordinates with site administrators to arrange for times and availability of facilities; coordinates service interruptions with faculty and staff
- Assists with scheduling and supervision of custodial and maintenance crews and project crews during summer break, non-student days, and periods when site administrators are not required to be on duty. Assigns/monitors summer team cleaning crews
- Hire and manages summer "extra help" staff
- Assists with supervision of grounds department, and grounds department projects
- Arranges for and participates in the training of custodians as to proper work methods and procedures; coordinates safety meetings; assists with development and updating of custodial handbooks
- Assists Director on a variety of assignments related to maintenance of buildings and grounds, and custodial services
- Utilizes computers and software programs in the performance of assigned duties
- Performs other duties as assigned that support the overall objective of the position
- Develops and manages supply chains for custodial equipment and supplies. Works with vendors, purchasing dept. and head custodians on ordering and approval processes and standards for equipment, supplies and services
- Provide training and support for head custodians on Integrated Pest Management (IPM) principles and compliance with Healthy Schools Act regulations
- Coordinates with Environmental Service vendors on disposal of hazardous waste. Submits state mandated business plans, reports and fee schedules to appropriate environmental agencies

PHYSICAL REQUIREMENTS:

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

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, and can be loud at times.
- Employees in this position will be required to work indoors in a standard office environment and outdoors in school site environments, come in direct contact with district staff and the public, and in a variety of weather conditions.