



Romoland School District

JOB DESCRIPTION

DIRECTOR OF MAINTENANCE, OPERATIONS, TRANSPORTATION, AND FACILITIES

Definition

Under the direction of the Chief Business Official, plans, organizes, directs and supervises the activities of the Maintenance, Operations, Transportation, and Facilities Department (MOTF).

Examples of Duties and Responsibilities

- Plan, direct and provide lead supervisory function in the performance of custodial, building and grounds maintenance, building construction, transportation and vehicle maintenance, warehouse and security activities.
- Supervise personnel in the regular and periodic cleaning and maintenance of building and grounds.
- Train and evaluate personnel and review quality of work.
- Organize and supervise work schedules.
- Determine work priorities and assign appropriate personnel.
- Determine needs and order necessary supplies, equipment and materials.
- Monitor the completion of projects related to cleaning, security, landscape, regular or special maintenance, heating and air conditioning, waste disposal, electrical, plumbing, pest control, carpentry, etc.
- Establish and maintain health and safety standards.
- Establish and maintain schedules for conducting regular and special inspections to identify and correct existing or potential hazards to property, health, safety, or security.
- Plan and supervise the preventative and deferred maintenance programs.
- Discuss job requests with other department representatives to clarify needs.
- Estimate cost of material and labor of large projects and recommend that vendors or staff be utilized.
- Supervise building construction and grounds maintenance projects.
- Serve as a liaison with all vendors.
- Responsible for District vehicle operations, transportation systems (including bus scheduling) and maintenance programs.
- Responsible for the training and maintenance of certifications of employees required to operate district vehicles.
- Responsible for warehouse operations.
- Prepare a variety of reports and maintain records as necessary.
- Available outside the regular work day to respond immediately to emergencies.
- Additional related duties may be assigned as needed.

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Minimum Qualifications

Knowledge of:

- Knowledge of organization, supervision and management practices.
- Knowledge of current methods, materials, equipment and practices in building construction and maintenance, gardening, transportation, and repair operations.
- Knowledge of pertinent provisions of the Occupational Safety and Health Act, city, county, state, or federal building codes, safety and health standards and regulations.

Ability to:

- Plan, schedule, train, supervise and evaluate assigned personnel.
- Follow oral and written instructions.
- Communicate effectively with employees, contractors and the public.
- Maintain records and order appropriate supplies, tools and equipment.
- Prepare recommendations and cost estimates for repair and construction work.
- Make decisions and solve problems effectively and efficiently, including under emergency situations.

Education: A minimum of a high school diploma or equivalency with post high school preparation/training in the building and maintenance trades.

Experience: A minimum of three (3) years of successful experience in the maintenance, repair and operation of building grounds and vehicles. At least two (2) years of successful experience must have been in a supervisory capacity.

License: A valid California Driver License and ability to obtain other necessary licenses related to duties and responsibilities (i.e. bus, backflow, etc).

Physical Demands And Working Conditions

- Visual ability to read handwritten or typed documents, and instructions
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to push and /or pull a variety of tools and equipment weighing up to 50 pounds
- Able to lift up to 50 pounds frequently
- Able to sustain strenuous manual labor for 1 hour
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension

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- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back lateral flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to work at various elevated heights in a safe and effective manner
- Able to work in restricted spaces in a safe and effective manner
- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner
- Able to work with cleaning solutions, disinfectants, sanitizers and chemicals in a safe and effective manner without allergic reaction
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner

Employment Category: Management

Work year: 247 Days