

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DIRECTOR, MAINTENANCE AND OPERATIONS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent - Business Services, plan, organize, control and direct the District Maintenance and Operations functions, projects and activities including repair, renovation and service for buildings, grounds and equipment; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the District Maintenance and Operations functions, projects and activities including repair, renovation and service for buildings, grounds and equipment; assure compliance with applicable federal, State, county and local governmental laws, codes, ordinances, Board Policy rules and regulations.

Maintain current knowledge of technology, theory and practices in maintenance and operations fields; conduct research, studies and surveys of facility maintenance and operations.

Develop short and long term schedules and plans for the renovation, repair and replacement of facilities and equipment.

Develop methods and procedures for maintenance supervisors to review and assign work orders; inspect work in progress.

Assess and recommend material and equipment needs; estimate labor and materials costs for work orders and projects; oversee the preparation of required purchase requisitions to assure adequate supply of materials.

Conduct inspections of maintenance and operations projects before and after completion; coordinate inspection of District sites to assure safe, orderly, clean and proper maintenance of facilities and grounds; plan and coordinate the removal of safety hazards; serve as a member of the District safety committee.

Coordinate with other administrators to assure there is no duplication of planned work projects and to prepare bids and specifications for projects; communicate with District departments to inform them of impending projects and to minimize disruption.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Prepare agenda items for the Board of Education as required; attend Board meetings and make presentations; serve as District representative at meetings of city councils, county boards, commissions and other civic or professional groups.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Develop and prepare the annual preliminary budget for the Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Plan installations and maintenance for District site playground equipment.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of a maintenance and operations department.

Methods, materials and equipment used in maintenance, operations and grounds work.

Laws, regulations and practices governing the construction and repair of school facilities and grounds.

Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition.

Asbestos abatement procedures.

Budget preparation and control.

Playground equipment and use zone laws and rules.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize, control and direct the District Maintenance and Operations functions, projects and activities.

Maintain current knowledge of technology, theory and practices in maintenance and operations fields.

Assess and recommend material and equipment needs.

Conduct inspections of maintenance and operations projects before and after completion. nmj

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Bachelor's degree in business administration or related field.

Experience: Five years of management experience in the administration of facilities, maintenance, operations, construction and renovation projects.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Walking to conduct inspections.

Climbing ladders to inspect roofs and interior areas.

Lifting and carrying moderately heavy equipment.