

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: MAINTENANCE & OPERATIONS MANAGER

BASIC FUNCTION:

Under the direction of the Director-Maintenance & Operations, plan, organize, manage, and direct day-to-day maintenance and operations activities to assure proper, safe, and efficient maintenance and repair of District buildings, grounds and facilities; assure a safe and clean environment of District buildings, grounds and facilities; oversee 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, and direct daily operations and activities related to the construction, installation, maintenance, and repair of facilities, utilities, and equipment; prioritized and coordinated installation, construction, maintenance, and repair activities; inspect and participate in projects; monitor activities and assure compliance with applicable laws, codes, ordinances, and regulations, manage grounds-keeping and irrigation operations of District facilities and grounds; assure a safe and clean environment; confer with administrators in planning the grounds- keeping operations including work orders.

Collaborate with supervisors regarding projects that are in progress or in planning; communicate with administrators, personnel, and others in the planning, organization, and layout of projects; draft construction plans; plan organize and direct skilled maintenance and special projects including tasks in electrical work, roofing, HVAC&R, carpentry, plumbing, locksmithing and painting; prepare and interpret plans, diagrams, blue prints, sketches and specifications.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop employee schedules, coordinate staff work activities and review work for accuracy, completeness and compliance with established standards, requirements and specifications; provide work direction to assigned staff.

Meet with contractors to recommend for small projects not requiring formal bids, e.g., concrete, asphalt, fencing, roofing, tree trimming and carpet repair and installation.

Inspect buildings, equipment, utility systems and facilities; determine needed maintenance and repairs; review work in progress and assure proper completion of work orders and contracts.

Coordinate response to emergency maintenance and repair needs; perform emergency repairs; remain on-call for emergency situations.

Provide technical information and assistance to designated administrators regarding construction, installation, maintenance and repair activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with personnel and a variety of outside agencies to exchange information, coordinate activities and projects and resolve issues or concerns; monitor and follow-up with contractors regarding current projects.

Assist in the development of the annual maintenance budget; monitor expenditures to assure accordance with established limitations; research needed supplies; obtain quotes and make recommendations for purchasing equipment; prepare requisitions, purchase orders and billing; purchase a variety of materials, supplies, tools and equipment as needed.

Maintain documentation related to HazMat, Asbestos and Williams Settlement issues and reporting.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work at various sites and to inspect buildings, grounds and equipment.

Attend meetings with other department or school sites to assess current and future maintenance needs; assist Director in the coordination of safety meetings.

OTHER DUTIES:

Remain on call for emergency situations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Management of daily operations and activities related to the construction, installation, maintenance and repair of facilities, utilities and equipment.

Methods, materials, tools, terminology and equipment used in the building maintenance trades including electrical work, HVAC &R, carpentry, plumbing, locksmithing and painting.

Principles and practices of supervision and training.

Requirements of maintaining facilities, utilities and equipment in good repair.

Applicable laws, codes, rules and regulations related to assigned activities.

Operation and proper use of office and maintenance tools and equipment.

Technical aspects of the building maintenance trades.

Record-keeping and report preparation techniques.

Proper lifting techniques.

Construction plans and engineering drawings.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Plan, organize and direct daily operations and activities related to the construction, installation, maintenance and repair of facilities, utilities and equipment of District buildings, grounds and facilities.

Collaborate with administrators, personnel and others in the planning, organization and lay out of projects.

Supervise and evaluate the performance of assigned personnel.

Interpret, apply, explain and assure compliance with applicable building codes, ordinances, fire

regulations and safety precautions.

Prepare and work from sketches, diagrams, blueprints, plans and specifications.

Estimate equipment, supply needs and initiate requisitions. Observe health and safety regulations.

Maintain records and prepare reports.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school supplemented college-level course work in general education, business administration, operations, maintenance or related field. Associate's degree or higher is preferred.

Experience: Five years of increasingly responsible experience in facilities, maintenance, operations, construction and renovation projects including three years in a supervisory capacity. Public school district experience is desirable.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil/grease.

Driving a vehicle to conduct work.

Seasonal heat and cold or adverse weather conditions.

Constant interruptions.

Emergency call-out.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of tools and equipment.

Hearing and speaking to exchange information.

Seeing to perform maintenance duties.

Lifting, carrying, pushing or pulling heavy objects as assigned by the position.

Walking over rough or uneven surfaces.

Reaching overhead, above the shoulders and horizontally.

Bending at the waist, stooping, kneeling or crouching.

Climbing ladders and working from heights.

Sitting or standing for extended periods of time.

HAZARDS:

Working around and with machinery having moving parts.

Working at heights.

Exposure to fumes from paints and solvents.