



JOB DESCRIPTION

Maintenance, Operations and Transportation Manager



Reports to:	Executive Director of Administrative Services	Employment Group / Salary Range:	Classified Management
Dept:	Administrative Services	FLSA:	Exempt
Annual Work days	261	Formal Review Date: Board Approval Date:	4/17/23

PRIMARY FUNCTIONS

Under general direction of Superintendent’s designee, the maintenance, operations and transportation manager is responsible for the department’s planning and coordination of the operations for maintenance, energy management, student transportation, vehicle maintenance and/or repair of school facilities; supervises maintenance, operations and/or student transportation personnel; and performs other related duties as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Hires, trains, supervises and evaluates a variety of maintenance, operations, and student transportation staff.
- Responsible for the coordination and updating of the District's Transportation Plan, including the direct management of the District's contracted transportation agency and all associated communication issues with parents and staff.
- Responsible for the management of the District's Integrated Pest Management Program.
- Responsible for the management of the District's Asbestos Hazard Emergency Response Act (AHERA) program and coordination of associated facilities inspections.
- Reviews estimated costs of repair projects concerning labor and material and assists in the preparation of specifications for bids.
- Confers with and directs maintenance, operations, and/or transportation supervisory personnel relative to the District maintenance programs, methods and procedures of work, supply and equipment requirements, and operational problems and conflicts.
- Coordinates the inspection of school facilities to carry out the District's energy management and maintenance program.
- Assists in the coordination of school facility planning and construction.
- Maintains a variety of records and prepares reports.
- Reviews the maintenance, operations, and/or transportation budget prepared by supervisory personnel and prepares the proposed budget requests for the departments.

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- Acts as inspector on appropriate jobs.
 - Coordinates the District-wide energy management program.
 - Attends energy and EPA seminars.
 - Determines future requirements of personnel, supplies and material.
 - Responds to District-wide emergency calls.
 - Attend and participate in workshops, in-services and special events.
 - Other duties and responsibilities consistent to the primary functions may be assigned.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein such as:

- Four years of experience performing skilled work in one or more of the building trades, including two years in a supervisory capacity supplemented by course work or training in supervision or in one or more of the building trades, transportation, or related field. Previous work experience in a public school setting is highly desirable.
- Some college level, trade school and/or professional level coursework in supervision, management and applicable technical maintenance, trades and operations areas is required. An Associate's Degree or better is desirable.

Licenses, Certificates and Other Requirements:

- A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program is required.
- Valid First Aid and CPR certificates must be obtained within sixty (60) days from date of hire.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of:**
 - Methods, materials, and equipment used in the various crafts associated with the maintenance of school buildings and facilities, including carpentry, plumbing, painting, electrical and roofing work
 - Laws, rules, and regulations affecting maintenance and repair of school buildings
 - Principles of organization and supervision
 - Training requirements of Federal regulations governing the handling of asbestos containing building materials (ACBM)
 - Hazardous waste requirements

- Energy control strategies
- OSHA and EPA regulations

Skills and Abilities to:

- Speak, read, and write in English fluently at a professional level.
- Write reports and business correspondences.
- Establish and maintain ongoing cooperative and collaborative relationships with school district staff, key public agencies, advisory groups, auxiliary organizations, and other community partners.
- Engage with appropriate professional and academic organizations to remain current and knowledgeable on public policy matters impacting early childhood education at a local, state, and national level.
- Read, analyze and interpret assessment data, professional periodicals, professional journals, technical procedures, or governmental regulations/codes/policies.
- Effectively present information and respond to questions from teachers, students, families, and the public as necessary in a professional setting.
- Interpret and create a variety of instructions furnished in written, oral, diagram or schedule form.
- Operate a computer, including word processing, data management software, student information systems, and online virtual platforms.
- Learn various computer operations and software required for the position.
- Apply knowledge of current research and theory in area of specialty.
- Accomplish assigned tasks in a collaborative manner.
- Work with a minimum of supervision.
- Apply interpersonal skills using tact, patience and courtesy.
- Analyze situations and plan corrective actions.
- Adapt to changes in daily responsibilities.
- Maintain accurate records and reports.
- Read, interpret, and apply rules and procedures.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class.

Physical Demands:

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds to waist height. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; and work under intensive deadlines.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class..

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

EMPLOYEE CERTIFICATION OF JOB DESCRIPTION

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

Employee Signature

Date

Name Printed