

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Maintenance and Operations Manager

QUALIFICATIONS

EDUCATION: Equivalent to the completion of the twelfth grade, supplemented by college-level courses and/or experience in maintenance administration, accounting, business management, or closely related fields.

EXPERIENCE: Five years of skilled and increasingly responsible experience in building construction, maintenance, and custodial work of which at least two years shall have been in a supervisory capacity.

KNOWLEDGE OF: Tools, materials, working practices and methods of the building trades; materials, equipment, working procedures and methods required in a school district building and grounds maintenance program, and in the repair and minor construction of school facilities; landscaping, plant propagation, soils, insecticides and gardening tools; laws affecting the maintenance, repair and constructions of school buildings; cleaning and custodial procedures and standards; principles of supervision, training and management.

ABILITY TO: Plan and supervise a district-wide maintenance program; train and supervise skilled, semi-skilled and unskilled custodial, building, and grounds maintenance personnel; read and interpret building plans; plan, direct and supervise the renovation, remodeling, cleaning, or major repair of school district facilities; prepare estimates of the material and labor costs of maintenance projects; develop and maintain cooperative working relations with school administrators, contractors and others contacted in the course of the work; follow written and oral directions; prepare and present oral and written reports.

LICENSE: Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

PERSONAL QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction and supervision of the Director of Maintenance and Operations, plan, organize and supervise the maintenance, cleaning, repair and alteration of buildings, grounds and equipment, and the custodial function involved in the care of buildings and grounds. Responsible for overseeing and periodically evaluating District sites for compliance with the William's Act and in alignment with the Local Control Accountability Plan's (LCAP) Safe and Clean Schools goals, for the purpose of completing School Accountability Report Cards.

### DUTIES AND RESPONSIBILITIES

As assessed by the Director, the outcome of the Manager's job performance will be as follows:

1. Work orders from the school principals and administrative office for buildings, ground maintenance, and construction work will have been checked and reviewed in a timely manner.
2. The maintenance staff for district-wide ground maintenance programs will have been scheduled in an appropriate and timely manner.
3. Assignment of job priorities and work orders with foremen will have been regularly reviewed.
4. District records of materials ordered or on hand will be accurately kept.
5. Work schedules of renovation, remodeling and repairs of school district ground facilities will have been effectively assigned.
6. The cost of projects will have been accurately estimated.
7. Plans and specifications for sprinkler systems, landscaping and other improvements will have been accurately and effectively prepared.
8. Itemized budgets for buildings and ground maintenance operations to be performed by district crews will have been competently prepared and submitted to district administration office for approval.
9. District budget requests and projected district-wide maintenance and construction needs will have been competently coordinated with district administration.
10. Approved district expenditures for buildings and ground maintenance and repair work will have been appropriately requisitioned.
11. Policies for the recommendation and hiring of job applicants for employment will have been appropriately developed and effectively implemented.
12. A training program for new employees will have been effectively implemented and supervised.
13. Oral and written reports will have been effectively prepared and accurately submitted.
14. Goals related to the LCAP's Safe and Clean Schools, as well as the William's Act, will have been capably and timely achieved.
15. Consultation with administrative officials, contractors and architects upgrading new construction activities as they relate to future buildings and ground maintenance work will have been capably and effectively conducted.
16. A preventive maintenance program will have been effectively initiated and implemented.
17. An effective program for upgrading district facilities will have been implemented in a responsible manner.

18. During the summer months in the absence of the principals, the Supervisor will have been jointly responsible for an effective cleaning program by custodial staff.
19. Will effectively assist the school district administration and/or community entities in evaluation of school damage and expeditiously make temporary repairs when needed.
20. Periodic facility evaluations of District sites for compliance with the William's Settlement will have been effectively performed.
21. District buildings and ground equipment safety inspections will have been conducted in a timely manner.
22. District catalogs and files of all vendors and purchases will have been accurately kept.
23. District purchasing of maintenance materials through central administration will have been accurately accomplished with proper budget classes, requisition numbers or work order numbers.
24. Contacting vendors and obtaining quotes for best prices, arranging for purchase and delivery will have been expeditiously carried out.
25. The supervision of the District's swimming pools' records and supply procurement will have been effectively implemented and coordinated.
26. Assigned personnel will have been adequately supervised and appropriately evaluated.
27. Timely and effective communications regarding incidents and/or situations which might impact the district, its divisions or its schools will have been consistently provided to appropriate district office/school personnel.
28. LCAP goals related to Clean and Safe Schools and Williams' Act will have been capably achieved.
29. Manager will have capably participated in or led meetings based on data gathered from Maintenance and Operations tasks.
30. Manager will have appropriately supported and assisted in the development of presentations or documents for appropriate personnel and committees regarding LCAP reviews and goals.
31. District sites will have been thoroughly evaluated to identify needed maintenance.
32. Work orders for needed maintenance will have been submitted.
33. An on-going plan and schedule for caring and maintaining artificial turf surfaces will have been capably prepared.
34. Renovation and refurbishment projects will have been managed, when appropriate, and prioritized with input from site and District administrators.
35. Completion of work orders, enhancements and/or maintenance will have been effectively assessed.
36. Written assessment of each facility evaluated will have been prepared.

37. Written assessment of custodial or grounds maintenance service deficiencies will have been prepared.
38. Recommendations for improvements in services or corrective actions will have been made.
39. Active and consistent efforts will have been made to maintain or improve the external and internal image of the district, its divisions, and its schools.
40. Active and consistent efforts will have been made to review custodial routes, supplies, and tools for best practices and efficiency.
41. Appropriate data in support of the status of Annual Objectives and Job Description elements will have been gathered.
42. Other duties assigned by the Director will have been effectively accomplished.

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