

## **Administration**

### **DIRECTOR, MAINTENANCE/OPERATIONS, TRANSPORTATION, AND TECHNOLOGY**

#### **Description of Position**

Under the direction of the Assistant Superintendent, Business Services, or designee, manage, monitor, and maintain district facilities and leases; plan, coordinate, and direct maintenance, gardening, and technical aspects of construction activities of the District; direct warehouse/delivery and student transportation programs; assist in planning, development, implementation, and administration of network support services to support instructional, student services, administrative, and operational programs and services, including the selection and utilization of computer hardware and software and related technology for the District's instructional and administrative needs, voice and data communications systems, administrative and educational computing systems, network services, e-mail, internet services, servers, maintenance and repair, and computer design and installation; assure successful computing/networking communications among and between the District Office, departments, and sites; supervise and evaluate the performance of assigned personnel; provide support to the Cypress Education Foundation.

#### **Examples of Professional Duties and Responsibilities**

- Lead in planning, organizing, coordinating, and managing the Maintenance and Operations, Technology, and Transportation divisions
- Develop and implement policies, processes, and procedures related to facilities, maintenance and operations, transportation, and technology
- Select, assign duties and responsibilities, and provide training to assigned personnel; supervise and evaluate all personnel assigned; work collaboratively with other department supervisors in joint training
- Inspect, analyze, and evaluate the District's facility, maintenance, custodial, transportation, technology, and groundskeeping programs (e.g., construction and school utilization) to ensure effective and efficient operation
- Provide administrative direction to the lead positions in maintenance, transportation, grounds, and technology
- Prepare and present regular and periodic oral and written reports and presentations to the Board of Trustees, Superintendent, and other organizations
- Review requests for services; prioritize and approve work requisitions and expenditures and assign work; resolve problems and determine the appropriateness of new applications for automation
- Promote and coordinate professional and staff development opportunities in areas such as developing leadership skills, improving work quality, and career growth
- Attend and conduct a variety of meetings as assigned
- Perform other duties as assigned

## Maintenance and Operations

- Plan, coordinate, and direct the design, development, and analysis of modernization projects, school building construction, and related projects
- Plan, coordinate, direct, and oversee the preparation of documents and maintenance records related to purchases and purchasing agreements, drafting of specifications and formal bids, advertising of bids and quotations, analyzing bids, and recommendations on awarding of contracts for modernization and construction projects
- Plan, coordinate, and update the District's five-year deferred maintenance and repair plan on an annual basis
- Establish standards of preventive maintenance for buildings and equipment, implement and monitor the deferred maintenance and repair plan within fiscal constraints, and establish a controlled inspection program of facilities
- Oversee the preparation and maintenance of the District's Facilities Master Plan and ensure coordination with the Districtwide strategic plan
- Provide technical expertise, information, and assistance to the Superintendent, District administrators, and relevant stakeholders to determine facility management priorities and assess departmental services
- Oversee and ensure the District's compliance with federal, state, and local laws, regulations, policies, procedures, and codes (e.g., Occupational Safety and Health Administration (OSHA), Williams/Valencia Statement inspection, and Health and Safety Code), and the safe and proper handling and control of equipment, hazardous materials, and asbestos
- Direct, participate in, and oversee the District's asbestos and energy conservation management program and pest control mitigation activities including monthly service schedule and notification/posting requirements
- Serve as the District's environmental review officer and primary liaison between the District and architects, contractors, inspectors, maintenance-related vendors, engineers, the Division of the State Architect (DSA), and various building health and safety governmental agencies
- Serve as the District's representative and liaison by working with personnel from local served cities (Cypress, La Palma, and Buena Park), various other municipalities and governmental agencies (e.g., State Department of Education and Office of Public School Construction), and relevant stakeholders to coordinate facility usage, address safety and security issues, etc.

## Technology

- Plan, organize, direct, and report on the status of the District's information technology services; develop and implement the District's technology plan, responding to short and long-term administrative information and instructional technology needs
- Provide technical assistance to end users to resolve the more complex problems in person, by telephone, and by electronic communication
- Maintain the operational integrity of the District's network system
- Provide technical support for special projects and for web services; troubleshoot Internet/network problems
- Analyze district technology needs; research and recommend network and data communication hardware and software, system updates, and replacements or enhancements

- Review computer orders to ensure that the devices meet District operating standards, and make modifications as needed; coordinate the preparation of configuration specifications and bid specifications for computer purchases and evaluate bid responses
- Develop and implement functional specifications, standards, and requirements for hardware and/or software purchase and design to assure optimum system and end-user performance

### **Supervision Exercised or Received**

This is a one-position class under the direction of the Assistant Superintendent, Business Services, or designee. As a management position, directly supervises the operation of maintenance, grounds, transportation, and technology classes; warehouse and custodial personnel; and clerical staff. Coordinates the work of contractors, inspectors, and consultants.

### **Qualifications**

#### Knowledge of:

- Principles, processes, procedures, and practices of facilities, maintenance and operations, and technology services management including general management, organization, and budgetary planning control
- Methods, materials, modern theories, costs, and equipment used in building construction and maintenance, technology hardware/software, grounds maintenance, and custodial service
- Applicable federal, state, and local laws, regulations, policies, procedures, and codes as related to maintenance, school construction, E-rate services, contracts, operations, and facilities (e.g., OSHA, California Code of Regulations, Safe Schools for Safe Learning Act, Education Code, Williams/Valencia Settlement requirements, Public Contract Code, and Health and Safety Code)
- Principles, processes, and procedures for preventative maintenance
- Principles of long and short-range facilities planning, construction, and repair of facilities, including abatement of hazardous materials, improving indoor air quality, etc.
- Hazardous material disposal
- Use and repair of public school facilities
- Principles, practices, and methods of personnel management, supervision, training, and job performance evaluations
- Formal English grammar, spelling, punctuation, and word usage
- Principles, regulations, and rules of workplace safety
- Principles, practices, and techniques of researching, report writing, and record keeping
- Applicable computer software applications and programs including Microsoft Office Suite

#### Ability to:

- Plan and direct the District's facilities, maintenance, technology, custodial, and groundskeeping operations
- Develop and direct short and long-range capital improvement strategic master plans including new construction, modernization, and renovation plans
- Manage and troubleshoot a complex enterprise network comprised of high-end switches and routers
- Coordinate the selection and utilization of computer hardware and software and related technology for the District's instructional and administrative needs

- Lead, prepare, and interpret building plans and specifications
- Estimate various costs such as general maintenance work, building repairs, and technology enhancements
- Ensure adherence to the District's budget and established financial controls for all divisions
- Ensure that facilities are maintained to support student instruction
- Keep up-to-date and maintain current professional and technical expertise and knowledge of laws and technology related to facilities, maintenance, technology services, custodial, and groundskeeping operations
- Interpret, apply, and adhere to applicable federal, state, and local laws, regulations, policies, procedures, standards, and codes as related to maintenance, school construction, contracts, operations, and facilities
- Effectively manage and adjust to change
- Effectively plan, manage, and direct projects and work activities to meet timelines
- Define issues, analyze problems and situations, evaluate alternatives, and arrive at sound solutions
- Gather, read, analyze, and evaluate complex oral, written, and statistical data
- Use data to make appropriate recommendations and decisions
- Prepare effective presentations and clear and concise written reports, policies, regulations, proposals, specifications, bids, schedules, and correspondence
- Establish and maintain cooperative working relationships with others
- Effectively set goals, lead others, and evaluate and manage job performance of staff
- Effectively work in a team environment
- Anticipate the needs of customers and provide excellent customer service
- Establish and evaluate workplace safety and health policies, procedures, and priorities
- Communicate clearly and effectively, both orally and in writing
- Operate a variety of office equipment and utilize various computer software applications and programs for database management, graphics, preparation of correspondence and reports, etc.
- Establish and maintain insurability, observing traffic laws and utilizing defensive driving practices

Education and Experience:

- Graduation from an accredited college or university with a degree in Business Administration, Facilities Management, Construction Management, Engineering, Information Technology, or closely related field
- Four years of increasingly responsible experience in maintenance, grounds, and custodial operations or repair of large buildings, including two years in a supervisory capacity
- Prior experience in an information management environment

Approved: May 10, 2018