

Bellevue Union School District

Position Title:	Director of Maintenance, Operations and Bond Construction	Department:	Administrative Services
FLSA Status:	Exempt Disaster Service Worker: Essential Staff	Classification:	Classified Management
Bargaining Unit:	None	Work Calendar:	12 Month-260 days
Salary Range	Classified Management Salary Schedule	Board Approved:	June 17, 2025

General Description

Under general supervision of the Chief Administrative Officer:

- Leads, organizes, and supervises the maintenance and operations of all District facilities including custodial, grounds keeping, general maintenance.
- Plans, develops and oversees all functions of facilities design, construction, renovation, remodeling, and real estate, including all phases of design, permitting, and construction.
- Facilitates and implements plant operations and maintenance in support of the District's vision and strategic planning.
- Assumes responsibility for the development and administration of the District's Facility Master Plan.
- Provides timely information and updates on Bond construction projects.
- Trains, supervises, and evaluates the performance of assigned personnel.
- Performs related work as required.

Organizational Relationships

Directly Responsible to:	Employee is a direct report to the Chief Administrative Officer (CAO) and serves as a member of the Superintendent's Cabinet.
Supervision Over:	Employee provides direct supervision to the Maintenance Technician and custodians.

DUTIES AND RESPONSIBILITIES: Leads, coordinates, and directs the activities and operations of Maintenance, Operations, and Bond Construction:

Maintenance and Operations:

- Acts as contact for Workplace Violence Prevention Plan (WVPP)
- Acts as Emergency Response lead for all District facilities and buildings
- Arranges coverage for absent custodial and grounds staff.
- Arranges legally appropriate disposal of surplus equipment and materials, recycling, and hazardous chemicals and supplies.
- Assesses incidents, complaints, etc. (e.g. building break-ins, utility problems) to resolve or recommend a resolution to the situation.
- Confers with site administrators regarding conditions and use of buildings and grounds.
- Directs department operations (e.g. safety programs, site repairs/construction, preventative maintenance, etc.) to provide services within established time frames and in compliance with related requirements.

- Ensures quality and responsiveness of maintenance and operations activities which includes: inspection of all aspects of new construction, repair work, projects, equipment, work orders, daily maintenance, and supplies to ensure that all jobs are completed efficiently, specifications are within regulatory requirements, and inspection reports and payment requests are correct.
- Oversees maintenance and operation staff; participates in the selection of personnel; completes evaluations of groundskeepers and custodians; provides technical guidance and direction; identifies training needs; recommends policy, procedures, and personnel changes.
- Plans, supervises, and implements a District-wide maintenance program including oversight of: buildings, grounds, equipment, furniture, deferred maintenance schedules, systemic preventative maintenance schedules, and replacement schedules.
- Procures all work in compliance with the public contract code and all governing regulations.
- Responds to on-call and emergencies during and after standard hours to resolve immediate safety and property damage concerns.
- Supervises and participates in skilled and semi-skilled jobs; uses plumbing, carpentry, and electrical tools to perform general maintenance work on school buildings, equipment, and grounds where a contract is not involved.
- Update and maintain a District-wide deferred maintenance program.
- Updates and maintains District Injury Illness Prevention Plan (IIPP) and supports sites in developing their Comprehensive Site Safety Plans

Bond Construction:

- Applies for on-time, and monitors all architectural plans to the Department of State Architects (DSA)
- Assembles bid documents as required on all projects that require the public bid process
- Attends and conducts a variety of meetings as assigned; provides expertise to meetings with architects, school administrators, staff, and community regarding new construction and modernization; meets with regulatory agencies on State and local levels as necessary.
- Coordinates and manages new construction, alteration, and modernization of existing buildings.
- Ensures all contractors, sub-contractors and their agents have on file all legally compliant insurance and employment requirements.
- Negotiates projects with architects, construction managers, and contractors.
- Oversees the preparation of audits and reports required by Proposition 39 (bonds) and other applicable state laws.
- Prepare and interpret plans and specifications.
- Prepare long-range construction and alteration plans and goals, including change orders.
- Prepares and oversees the preparation of plans, estimates, request-for-proposals, project specifications, and contracts for construction.
- Provides leadership for site project management function by managing, coordinating, and developing staff of BUSD and third-party consultants, project managers, contractors, subcontractors, etc.

Departmental Oversight:

- Ensures facilities and operations comply with state and federal governing regulations.
- Identifies, budgets, and orders maintenance and custodial equipment and supplies as needed; maintains an inventory of appropriate levels of routine parts and supplies.
- Manages assigned personnel to ensure delivery of assigned responsibilities within legal and statutory

frameworks, timelines, and accountabilities.

- Manages program and practice review to ensure systems alignment and coherence of maintenance, operations, and bond construction responsibilities.
- Presents information to communicate information, gain feedback, and ensure adherence to established internal controls.
- Recommends policies, procedures, and/or actions to provide direction for meeting the District's goals and objectives related to maintenance and facilities.
- Researches new products, laws, regulations, etc. to recommend purchases, contracts, and proper maintenance of District-wide services.

Personnel, Partnerships, and Communication:

- Attends regular meetings of the Governing Board, special sessions, and subcommittee meetings; prepares Board agenda items and reports, and makes presentations to the Board.
- Collaborate and confer with local, state, and federal organizations and agencies.
- Facilitate, prepare for, and conduct Citizens Bond Oversight Committee meetings.
- Maintain membership in organizations and attend meetings and workshops providing critical updates and opportunities for input on current legislation and issues that may have a fiscal impact on the District.
- Train, supervise, and evaluate the performance of assigned service staff; assign employee duties and review work to assure accuracy, completeness, and compliance with established standards, requirements, and procedures; assure staff understanding of established requirements.

Compliance and Regulations:

- Administer and interpret statutes, regulations, and policies involving the legal responsibilities of maintenance, operations, and bond construction.
- Coordinates and/or conducts all required inspections, drills, and reviews including the Facilities Inspection Tool.
- Ensure that all staff are trained and compliant with policies and practices regarding safety and security, and risk management.
- Identify and advise on risk assessment within the scope of responsibilities of current or proposed District actions and issues.
- In addition to legality, consider the appropriateness of District expenditures based on the nature of public funding, accountability, and effectiveness.
- Provide analytical review and analysis of the allocation and application of District resources.

The above-referenced duties and responsibilities are only representative of the wide range of this position and also include other duties as assigned.

EDUCATION AND EXPERIENCE: R=Required, P=Preferred

Any demonstrated combination of formal or informal education and experience that provides the technical and leadership knowledge and abilities required to perform the elements of the job, including:

- Successful maintenance and operations leadership experience in a school District or equivalent successful management experience in the private sector or a governmental agency. **R**
- Proof of training and certification for abatement of asbestos and hazardous materials. **R**
- Bachelor's degree in construction management or related field. **P**
- Additional relevant experience may be substituted for education. **P**

QUALIFICATIONS:

Knowledge of:

- California Education Code sections and applicable laws, regulations, policies, and procedures governing maintenance, operations, and bond construction
- Interpersonal skills using tact, patience, and courtesy
- Laws affecting the construction and repair of educational facilities.
- Methods of estimating costs of construction and repair of buildings and grounds.
- Methods, materials, and equipment used in the various building construction and maintenance trades, custodial, grounds and vehicle and equipment maintenance areas.
- Planning, organization, and management of a District's Maintenance, Operations, and Bond Construction services department
- Principles and practices in maintenance management.
- Principles and practices of administration, supervision, and training
- Principles and practices of effective leadership
- Principles of strategic planning and short- and long-term goal setting and monitoring
- Procedures and processes for competitive bidding, and contracts.
- Procedures and processes for crisis management, school safety, and emergency preparedness
- Processes, procedures, and management of facilities, maintenance, and operation, including construction and Bond management
- Public sector interest-based collective bargaining and contract administration
- Safety regulations and codes and safe work practices including knowledge of federal, state, county, and city laws. Compliance as they pertain to school District operations of Hazmat, S.B. 198, Injury-Illness preventions, etc.
- The fundamentals of carpentry, painting, plumbing, and other mechanical skills.

Ability to:

- Advocate for the District in the community and in the State
- Analyze situations accurately and adopt an effective course of action; make informed decisions and recommendations on a wide variety of business matters
- Analyze, interpret data, and make projections; assess risk of liability
- Develop appropriate long and short-range goals, set priorities, monitor, assess, and adjust based on data
- Direct the maintenance of a variety of reports, records, and files related to assigned activities
- Effectively plan, organize, and administer Maintenance, Operations, and Bond Construction into an integrated unit serving all areas of a school District
- Establish and maintain cooperative and effective working relationships with others
- Establish strong interpersonal relationship skills and the ability to communicate effectively with a culturally and linguistically diverse community, verbally and in writing
- Generate confidence and trust and inspire high standards and excellence
- Interpret and administer policies and directives
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Maintain confidentiality of sensitive and privileged information
- Meet timelines and adhere to schedules

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- Organize and conduct meaningful and productive meetings, utilizing time efficiently
 - Perceive and analyze the fiscal impact of ideas, concepts, proposals, and actions
 - Provide a positive leadership example for personnel, families, partners, and students
 - Research, prepare, and present clear, concise, and comprehensive reports
 - Train, supervise, and evaluate staff

Licenses and Certificates: R=Required, P=Preferred

- DOJ Fingerprint Clearance **R**
- Possess and maintain a valid driver's license. **R**
- Pre-Employment Physical **R**
- Proof of Automobile insurance **R**
- TB Clearance **R**

WORKING CONDITIONS:

The primary work location is Indoor, outdoor, office, and shop environment; subject to driving from site to site to conduct work; subject to adverse weather conditions and subject to noise from equipment operation; subject to call-outs for emergencies.

Physical Abilities:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position and heavy physical labor. Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, and make vital judgments and decisions. Hearing and speaking to exchange information in person and on the telephone and to make presentations; vision to conduct inspections, read, prepare, and proofread documents; Standing and walking for extended periods, climbing, bending at the waist, reaching overhead, dexterity of hands and fingers to operate computer terminal, and seeing to observe needed repairs. Ability to lift to 50 lbs., and push up to 100 lbs.

Hazards: Chemical and solvents, fumes, and working around and with machinery with moving parts.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.