



Maintenance/Operation and Warehouse **REORGANIZATION**

2025 - 2026



Maintenance/ Operations and Warehouse Reorganization Proposal

With the Retirement of our Director of Maintenance, Operations and Transportation, we have redirected many of the functions to support Managers and Supervisors.

As our new vision within our Department, we are raising the bar on many areas of operations.

The Maintenance and Operations Manager is now responsible for continuous improvements in staff productivity.

- **Custodial and Grounds**
- **Health Safety and Compliance**
- **Financial and Administrative Management**
- **Staff Leadership and Communication**

The Warehouse supervisor is also taken on more duties.

- **Annual audits for the School District, which had currently been done by an outside company for a fee.**
- **Assisting with Maintenance, Operation Leads with daily projects and task assigned.**



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Custodial & Grounds Operations

This focuses on the daily "health and curb appeal" of the school campus.

- **Sanitation Standards:** Improving cleaning protocols for classrooms, restrooms, and cafeterias to ensure a hygienic environment, particularly important during flu seasons.
- **Groundskeeping:** Overseeing the maintenance of athletic fields, playgrounds, irrigation systems, and landscaping to ensure student safety and community pride.
- **Event Support:** Coordinating the setup and teardown of furniture and equipment for school events, graduations, and community use of facilities.



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Health, Safety, and Compliance

Management acts as the primary guardian of student and staff safety regarding the physical plant.

- **Regulatory Compliance: Ensuring the school meets all local, state, and federal codes, including ADA (Americans with Disabilities Act) accessibility and OSHA safety standards.**
- **Inspections: Conducting regular audits of fire alarms, fire extinguishers, emergency lighting, and playground equipment for safety hazards.**
- **Emergency Preparedness: Developing response plans for utility failures (power outages, gas leaks) and natural disasters.**



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Financial and Administrative Management

Like a business, M&O requires rigorous fiscal oversight.

- **Budgeting:** Developing and managing the annual M&O budget, which includes labor costs, utility expenses, and supplies.
- **Capital Planning:** Identifying long-term needs, such as roof replacements or boiler upgrades, and preparing "deferred maintenance" lists for future funding.
- **Sustainability & Utilities:** Monitoring energy and water consumption to identify waste and implementing green initiatives like LED lighting retrofits to lower operating costs.



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Staff Leadership and Communication

The "human" element of M&O management involves significant coordination.

- **Hiring and Training: Recruiting qualified staff and providing ongoing training on safety, new equipment, and cleaning chemicals (SDS/MSDS compliance).**
- **Liaison Duties: Serving as the bridge between the district administration, school principals, and the community regarding facility updates.**



24-25 PLANNED (THREE ROLES)

Director of Maintenance/
Operations

Maintenance and Operations
Manager (Step 3)

Warehouse Supervisor
(Range 1 step 9)

Annual Salary Estimate

\$477,958

Annual Savings:
\$237,778

25-26 PROPOSAL (TWO ROLES)

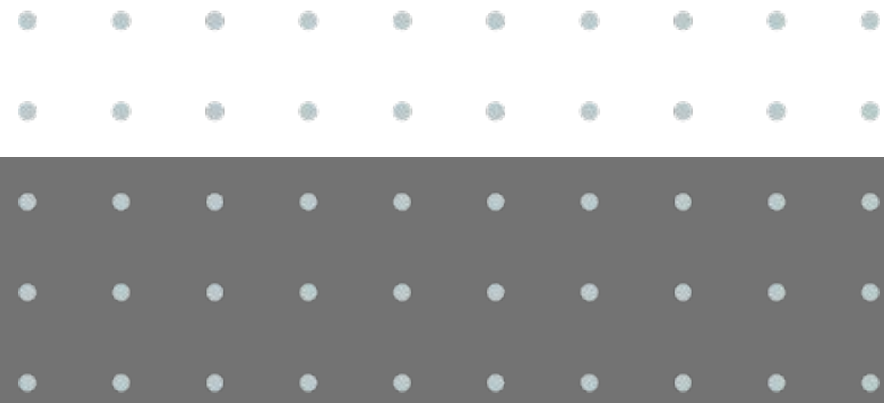
Director of Maintenance/
Operations (Retired)

Maintenance and Operations
Manager (Step 4)

Warehouse Supervisor
(Range 3 step 3)

Annual Salary Estimate:

\$240,180



THANK YOU

