

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Director of Maintenance and Operations

QUALIFICATIONS

EDUCATION: Required Bachelor's degree in business administration, engineering, construction management, or a closely related field.

Desired Master's degree preferred.

EXPERIENCE: Required Minimum of five years of progressively responsible experience in building construction, facilities maintenance, or operations, including at least two years in a supervisory or management capacity.

Desirable Experience in a public school setting is highly desirable.

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 of the Deputy Superintendent, Business Services, the Director of Maintenance and Operations plans, organizes, directs, and evaluates the maintenance, repair, custodial, and grounds operations across all district facilities. The role ensures the safety, functionality, and aesthetic quality of all sites, leads a comprehensive preventive maintenance program, and manages related capital improvement efforts.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Director of Maintenance and Operations' job performance will be as follows:

1. Plan, organize, and supervise the maintenance, repair, and cleaning of district buildings, grounds, and equipment to ensure they are safe, clean, functional, and aesthetically maintained across all sites.
2. Direct, monitor, and evaluate the work of custodial, maintenance, and grounds personnel to ensure effective service delivery and compliance with district standards and expectations.
3. Manage a comprehensive preventive maintenance program for all facilities and systems, including HVAC, electrical, plumbing, roofing, and irrigation, to minimize emergency repairs and extend the life of assets.

4. Develop, implement, and maintain the district's deferred maintenance plan and ensure timely submission to the Office of Public School Construction (OPSC) in accordance with regulatory requirements.
5. Review and respond to work orders submitted by school sites and district departments, prioritizing, scheduling, and assigning tasks in collaboration with department foremen to meet operational needs efficiently.
6. Coordinate, inspect, and monitor the completion of maintenance and grounds work performed by district staff and external contractors to ensure compliance with applicable codes, specifications, and project timelines.
7. Prepare accurate cost estimates and project budgets for maintenance, repair, remodeling, and construction work; submit proposals and updates to administration as required.
8. Oversee the procurement of supplies, equipment, and services for maintenance and operations; contact vendors to obtain quotes, negotiate pricing, and ensure timely delivery.
9. Maintain and operate the district's computerized maintenance management system to track work orders, preventive maintenance schedules, and inventory of materials and equipment.
10. Supervise the maintenance and operations department budget; monitor expenditures and ensure alignment with approved allocations and fiscal controls.
11. Plan and conduct annual safety inspections of facilities and grounds; address deficiencies and coordinate corrective actions to ensure compliance with local, state, and federal health and safety regulations, including OSHA.
12. Develop and implement procedures for managing hazardous materials, stormwater runoff, pest control, and other environmental safety issues; ensure all required documentation and training are current and in compliance.
13. Coordinate with city, county, and state agencies, including the Division of the State Architect (DSA), OPSC, Department of Toxic Substance Control (DTSC), and others as necessary for construction, compliance, and modernization projects.
14. Provide technical support and consultation to district administrators, architects, engineers, and contractors on construction projects, including review of specifications, plans, and ongoing work to ensure alignment with maintenance standards and future operability.
15. Develop and implement training programs for new and existing maintenance, custodial, and grounds staff to ensure safe work practices, effective procedures, and consistent service delivery.
16. Maintain accurate records of equipment, supplies, vendor contacts, work history, employee assignments, and maintenance schedules.
17. Collaborate with Human Resources and other departments in the recruitment, selection, assignment, and evaluation of maintenance and operations personnel; participate in employee discipline and grievance processes as appropriate.
18. Manage scheduling of public and community use of school facilities; ensure proper preparation, supervision, and restoration of sites for community and extracurricular activities.

19. Serve as district lead for emergency and disaster response related to facilities, including coordination of damage assessments, temporary repairs, and collaboration with public safety and emergency management agencies.
20. Maintain current knowledge of laws, codes, and regulations applicable to school facilities and maintenance operations; interpret and apply such regulations in district planning and decision-making.
21. Actively represent the district in meetings with agencies, organizations, and stakeholders to promote effective partnerships and support for facilities operations.
22. Perform other duties as assigned by the Deputy Superintendent, Business Services, in support of district operations and goals.

06/25