

Dry Creek Joint Elementary School District
Job Description

**POSITION TITLE: DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS AND
TRANSPORTATION**

Classification:	Management	Work Year:	225 Days
Department:	Facilities, Maintenance, Operations and Transportation	Board Approval:	07-17-2014
Reports To:	Superintendent		
Salary Range:	Management Salary Schedule		

BASIC FUNCTION:

Directs the planning and coordination of school district facility design and construction. Directs the coordination and organization of maintenance, operations, grounds and transportation activities in support of the District.

REPRESENTATIVE DUTIES

MAINTENANCE & OPERATIONS:

- Directs the maintenance, operations, transportation and groundskeeping activities for all District facilities.
- Responsible for the maintenance of all District real property including inspection for needed repairs, maintenance, safety or health hazards; review of requests for alterations and repairs; and the planning, scheduling, and coordination of any necessary work. Maintains data base of all work projects.
- Directs the ordering, utilization, inventory, and approval of requests of all materials (including hazardous substances and chemicals) and equipment for custodial, grounds, and maintenance and transportation functions of the District.
- Establishes standards and schedules and manages programs for preventive maintenance and energy conservation programs for buildings and equipment.
- Responsible for development of the 5-Year Deferred Maintenance Plan.
- Confers with site administrators regarding repair of facilities, new equipment and safety standards (OSHA, CAL-OSHA, Crisis Response Planning) and the timing of work projects.
- Confers with the Lead Maintenance Worker to review plans for minor building enhancements and other work.

FACILITIES PLANNING / CONSTRUCTION:

- Assists Educational Specification Committees in development of school designs.
- Assists in preparation of proposals, coordinates and schedules acquisition and construction of permanent and relocatable facilities.
- Directs and updates the District Master Plan, capital improvement plans and environmental documents for schools and District facilities.
- Assists in the development of financial planning and implementation of funding sources that support short and long range goals of the facility master plan.
- Acts as liaison with local government agencies for District development projects as well as community development activity.
- Attends and participates in Board of Trustees, Cabinet, staff, state agency, city, county, and community meetings as required.
- Assists with the preparation of applications and plans for state/city/county funds, impact fees, developer fees, bond funds, and other local funding sources.
- Assists in selection of services provided by architects, engineers, and contractors.
- Coordinates the site selection process.
- Monitors the construction / renovation of school facilities.

TRANSPORTATION ACTIVITIES:

- Responsible for management of all departmental personnel including setting of standards, goals and objectives, and establishment of effective training programs.
- Reports on transportation issues to Board of Trustees, school sites, community groups, and other groups or individuals as required.
- Monitors drug testing program for Transportation department.

OTHER DUTIES:

- Responsible for the management of all District risk management activities including property and liability risk management programs, District safety programs and maintenance, industrial safety programs.
- Manages the District's Law Enforcement support programs.
- Responsible for development and maintenance of annual departmental budgets.
- Performs personnel related functions such as selection, evaluation, counseling, discipline, and recommendations for termination of employees as necessary.
- Performs other duties similar to the above in scope and function as required.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- Graduation from a four (4) year accredited college/university with specialization in construction management, school planning (or related area) and five (5) years of progressively responsible experience in facilities planning, maintenance, and school or other governmental agency planning.
- Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver License and evidence of insurability.
- TB Test Clearance.
- California Department of Justice Fingerprint Clearance.
- All other requirements by law or regulation.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Maintenance/Operations/Grounds/Transportation practices, policies, and procedures.
- General principles relating to maintenance and repair of building systems such as heating and ventilation, electrical, and plumbing systems.
- Current construction/reconstruction costs and related Federal State and Local requirements.
- Methods, practices and principles of school transportation management.
- Methods, practices, equipment, and supplies used in facilities construction and maintenance.
- Procedures and practices pertaining to the school facilities planning process.
- Proper grammar and English when communicating orally and in writing.
- Laws and codes affecting construction and repair of school buildings.
- General construction practices.
- District policies.

ABILITY TO:

- Prepare and interpret construction plans and specifications.
- Plan and organize work involved in maintaining school buildings and grounds.
- Estimate costs of school district construction and maintenance work.
- Plan, coordinate, direct, and evaluate the work of others.
- Prepare and present clear, concise, and complete reports.
- Meet and maintain physical requirements necessary to perform assigned job functions in a safe and effective manner.
- Establish and maintain effective communications within his/her department.
- Establish and maintain a professional work environment.

WORKING CONDITIONS:

ENVIRONMENT:

- General office environment.
- Drives vehicle to multiple locations.

- Normally located in a work environment with light physical qualifications and requirements.
- Extensive standing, walking, and sitting.
- May be exposed to the extremes of the outdoor environment and conditions.
- Ability to lift 25 lbs. maximum or carry any object weighing up to 15 lbs.

PHYSICAL ABILITIES:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct conversations, and monitor work conditions that may require auditory discrimination.
- Understandable voice with sufficient volume and clarity to be heard in normal conversations.
- Sufficient dexterity to write, use telephone, office and media equipment.
- Sufficient mobility to move about the District, drive a car and inspect projects.
- Physical, mental, and emotional stamina sufficient to effectively respond in emergency situations.