

**MANAGEMENT JOB DESCRIPTION**

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**DIRECTOR OF MAINTENANCE AND OPERATIONS**

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**JOB SUMMARY:**

Under the direction of the Assistant Superintendent for Business Services and Support, plans, organizes, and manages work of assigned Facilities and Planning Department personnel. Directs, reviews, and inspects contract construction, maintenance and operation activities. Performs related duties as assigned. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support.

**ESSENTIAL JOB FUNCTIONS:**

- Supervises, and evaluates Facilities and Planning Department staff, as assigned, and the maintenance and operations of the District.
- Recommends and coordinates new construction, modernization, and deferred maintenance projects.
- Represents the District with architects, engineers, inspectors, and contractors.
- Directs the design, construction, inspections, repairs, and maintenance of all District facilities, properties, and grounds.
- Read and interprets plans and specifications.
- Makes periodic tests of materials and workmanship.
- Conducts regular and final inspections and recommends acceptance of District construction projects.
- Reviews and recommends change orders.
- Prepares plans and specifications for tenant improvements and maintenance projects not requiring the services of an architect.
- Manages the District's Labor Compliance Program.
- Directs and maintains cooperative and effective working relationships with others.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Knowledge of business management, architectural design, basic engineering, and construction operations and procedures; knowledge of the building codes, ordinances, and regulations of the state and local authorities; knowledge of California Title 19 provisions; knowledge of pertinent safety orders issued by the State of California Division of Industrial Safety; knowledge of the methods of construction of masonry, structural steel, timber, concrete, and reinforced concrete buildings and foundations; knowledge of inspectional methods and their practical application; knowledge of building trade terminology.
- Ability to supervise the maintenance and operations of the District; to read and interpret building plans, specifications, and related contract documents; detect construction anomalies by inspection, inferior materials, and poor workmanship; to take samples of materials and prepare test specimens for laboratory analysis; to keep accurate records; to make clear and concise reports; plan and direct facilities planning and construction; supervise the maintenance and operations program for the school district; to supervise others and deal tactfully and effectively with representatives of private and public agencies

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as well as District personnel.

- Five years of responsible experience in management, architectural design, construction engineering or equivalent.
- Any combination of training and experience equivalent to a Bachelor's degree in Engineering and Construction Management.

*Classified Salary Schedule: Range E*

*BOARD APPROVED: 05/07/96*

*REVISION DATES: 12/09/03*