

**MANAGEMENT JOB DESCRIPTION**

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**SAFETY, MAINTENANCE, AND OPERATIONS MANAGER**

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**JOB SUMMARY:**

Under the direction of the Director of Maintenance and Operations, directs, plans, coordinates, schedules, manages, and evaluates the District's safety, environmental, groundskeeping, and related maintenance and construction issues. Supervises and evaluates assigned staff. Assists the Director in the planning and development of the District's landscaping and irrigation system. Reviews new and modernization construction documents prior to Division of the State Architect submittal. Conducts investigations of indoor air quality or mold activities. Committed to providing leadership, promoting teamwork, collaboration, and cross-training to provide optimum services and support.

**ESSENTIAL JOB FUNCTIONS:**

- Plans, coordinates, directs, and oversees essential groundskeeping, maintenance, and construction-related issues by setting priorities in order to meet schedules and timelines.
- Develops and promotes teamwork and cross-training of respective departments to provide optimum safety, services, and support for students, staff, and community.
- Develops methods and procedures that provide continuity and efficiency in the groundskeeping department.
- Provides support in a variety of District-related projects such as new construction, modernization, and major capital improvement projects.
- Establishes and ensures the proper maintenance of District's groundskeeping equipment and records for safety, administrative, and audit purposes.
- Participates in bid openings and staff interviews.
- Develops and maintains a program for the maintenance, repair, and installation of the District's asphalted concrete and concrete.
- Assists Director in establishing and maintaining the District's Pest Control Management Program, Storm Water Pollution Prevention Plan, Labor Compliance Program, and Energy and Water Conservation Measures.
- Inspects facilities to evaluate conditions affecting health, safety, and risk management control and takes action on immediate hazards.
- Estimates labor, materials, and other costs and develops plans for deferred and discretionary maintenance of facilities projects.
- Establishes and maintains a priority system for emergency repairs and work order requests.
- Coordinates and maintains the District's Asbestos and Lead Abatement Programs in compliance with applicable regulations.
- Attends meetings, workshops, and conferences to maintain current knowledge of legislation, regulations, and legal codes applicable to hazardous materials, indoor air quality, and maintenance work.
- Establishes and maintains effective working relationships with all parties including teachers, administrators, coworkers, contractors, engineers, and the general public.
- Performs related duties as assigned.

**ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Responsible experience in management, landscaping, groundskeeping, and construction or equivalent.
- Ability to read blueprints and estimate time and materials for work orders; train, plan, organize, evaluate, and supervise the work of assigned staff; establish and maintain proper records; use computer-based data programs; establish and maintain effective working relationships; communicate and interact effectively and professionally; analyze situations and adopt effective courses of action; and meet schedules and timelines.
- Must possess a valid Qualified Applicator Certificate issued by the State of California, Department of Food and Agriculture, as applicable to school buildings and ground pest control within six months of employment/appointment. Must possess a valid California driver's license, have a good driving record, and maintain insurability under the District's insurance program.
- Graduation from high school or its equivalent supplemented by courses in horticulture, agriculture, groundskeeping/gardening, or maintenance work is required.

*Management Salary Schedule: Range J*

*BOARD APPROVED: 4/10/12*

*REVISION DATES:*