

EXECUTIVE DIRECTOR OF MAINTENANCE AND OPERATIONS

DEFINITION:

Under the direction of the Assistant Superintendent of Administrative Services, the Executive Director of Maintenance and Operations provides districtwide executive leadership for the planning, development, and oversight of maintenance, custodial, and grounds operations. The Executive Director is responsible for ensuring safe, efficient, and sustainable facilities through strategic planning, continuous improvement, fiscal stewardship, and regulatory compliance. This position serves as a member of the District Leadership Team and Superintendent's Cabinet and acts as a key advisor to senior leadership on facilities-related operational, capital, and deferred maintenance matters.

QUALIFICATIONS:

Experience:

- Five (5) years of progressively responsible management experience involving planning, contracting, maintenance and operations, and personnel management, preferably in a school environment.

Education:

- Academic training in mechanical, electrical, civil and/or industrial engineering, community planning and demographic analyses may be substituted for two (2) years' experience (based upon 12 units per semester).

Licenses & Certifications:

- Possession of valid California State driver's license.

DISTINGUISHING CHARACTERISTICS:

The Executive Director of Maintenance and Operations is a senior-level management position responsible for providing districtwide executive leadership over maintenance, custodial, and grounds functions and is distinguished from the Director of Maintenance and Operations by its focus on strategic planning, multi-year program oversight, continuous improvement, and advisory responsibility to senior District leadership and the Governing Board. The position exercises independent judgment in the development and implementation of districtwide operational strategies, capital and deferred maintenance programs, and fiscal plans involving significant resources and risk, with emphasis on establishing systems, performance expectations, and accountability through management and supervisory staff rather than direct involvement in day-to-day operations. As a member of the District Leadership Team and Superintendent's Cabinet, the Executive Director provides executive-level guidance on facilities-related issues, represents the District in high-level internal and external partnerships, and ensures Maintenance and Operations functions are aligned with District goals, regulatory requirements, and the needs of students and school sites.

ESSENTIAL FUNCTIONS:

- Serve as a member of the District Leadership Team and Superintendent's Cabinet; provide executive leadership for Maintenance & Operations ensuring alignment with District strategic priorities, service standards, and continuous improvement expectations.
- Lead continuous improvement using improvement science practices (e.g., data analysis, root cause analysis, cycles of improvement) to strengthen safety, responsiveness, and customer service to school sites; align departmental work with District process and performance targets.
- Direct preparation of Board agenda items, executive briefings, and complex written materials (e.g., contracts, RFPs, legislative updates, short- and long-term facilities plans) related to Maintenance & Operations.
- Develop, implement, and monitor the District's projected five-year deferred maintenance plan and budget; collaborate with Facilities to maximize outcomes, sequencing, and effective use of resources.

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- Provide executive direction for construction projects, renovations, and major repairs; coordinate with architects, contractors, and District leaders on plans/specifications for remodeling, capital outlay, and deferred maintenance projects.
- Negotiate, administer, and ensure performance of service contracts for Maintenance & Operations; represent the District with governmental/community agencies in joint facility development/use; coordinate regulatory partnerships (e.g., fire prevention) with agencies and site leaders.
- Develop and oversee the department budget; review and validate job cost estimates actuals; monitor expenditures for compliance and fiscal responsibility.
- Partner directly with site principals to ensure consistent, student-centered custodial, grounds, and maintenance services; establish service expectations, communication rhythms, and issue escalation pathways.
- Ensure systems for work intake, prioritization, and quality assurance are implemented and monitored; oversee standards compliance with building/safety codes through assigned supervisors.
- Establish and evaluate Districtwide preventative maintenance program; develop and manage routine preventative management programs that include air filter replacement, greasing, adjusting, coil cleaning, and monitoring of a variety of motorized and mechanical equipment.
- Lead talent management for Maintenance & Operations including selection, development, evaluation, and performance accountability; address employee concerns and support resolution processes.
- Coordinate departmental response to emergencies to determine and implement appropriate actions to resolve situations and restore safe operations.
- Perform related duties as assigned.

KNOWLEDGE:

- Applicable provisions of the State Education Code, California School Accounting Manual, and the Administrative Codes Title 5 and 8.
- Principles, practices, and standards related to facilities maintenance, custodial, and grounds operations, including applicable state and local building, safety, and health codes.
- Public-sector management principles and practices, including budget development, fiscal oversight, expenditure control, and resource allocation.
- Continuous improvement and performance management methodologies, including the use of data, metrics, and improvement cycles to enhance service delivery and operational effectiveness.

ABILITIES & SKILLS:

- Provide effective leadership and direction to management and supervisory staff; establish priorities, delegate authority, and hold teams accountable for results.
- Executive-level planning and implementation of multi-year programs, including deferred maintenance, capital improvements, and large-scale operational initiatives.
- Evaluate organizational systems and processes, identify opportunities for improvement, and implement solutions through management staff.
- Lead complex change initiatives, balancing operational demands with long-term strategic objectives in a public education environment.
- Build and maintain effective working relationships with District leadership, site administrators, employees, contractors, regulatory agencies, and community partners.
- Analyze operational, financial, and performance data; identify trends and risks; and make informed decisions to support District goals.

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- Prepare, review, and present clear and effective written and oral communications, including reports, recommendations, and executive-level briefings.
- Risk management and regulatory compliance oversight related to facilities, safety, and emergency response.
- Advise senior District leadership on facilities-related policy, operational impacts, and strategic investment decisions.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.