PERRIS UNION HIGH SCHOOL DISTRICT

Board Approved: March 15, 2006
Revision Approved: April 8, 2026
Salary Schedule: 250; Row 4

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: **DIRECTOR OF MAINTENANCE & OPERATIONS**

JOB PURPOSE STATEMENT: Under the direction of the Assistant Superintendent, Business Services, to provide administrative direction, to plan, organize and direct the maintenance and operations functions of the school district; and do other work as required.

JOB FUNCTIONS:

- Plans, organizes and directs a variety of programs and activities related to the District's Maintenance and Operations program
- Provides leadership and direction in the planning, organization, and execution of a variety of programs, projects, and activities related to the District's groundskeeping, custodial, and warehouse operations; ensures projects are completed on time, within budget, and to established quality standards
- Establishes and maintains effective working relationships with District departments, staff, and members of the business and community sectors
- Plans, updates, organizes and implements all phases of the District's five-year Deferred Maintenance Plan
- Provides strategic recommendations on District maintenance, operations, and renovation initiatives; oversees the preparation of reports and data analysis to support decision-making; prepares plans and high-level reports to inform and support the Assistant Superintendent
- Collaborates with architects, engineers, and the Facilities Department on construction and renovation projects; develops specifications and bid plans for contracted work in compliance with procurement procedures and applicable contract codes.
- Oversees the work of all outside contractors, directly or through assigned staff, to ensure compliance with contractual agreements.
- Ensures compliance with all policies, local, state and federal codes, laws and regulations applicable to assigned responsibilities; provides interpretation of legislation, regulations, policies and procedures related to maintenance, construction and renovation

JOB FUNCTIONS(continued):

- Participates in ongoing training to enhance professional skills; acquires, maintains and provides current state-of-the-art status in methods and techniques identifies and prioritizes training needs
- Coordinates with local, state and federal institutions or agencies
- Directs the preparation of preliminary and annual budgets for assigned departments and areas of responsibility, ensures expenditures of approved budget are in conformance with fiscal procedures
- Collaboratively establishes department goals and objectives which are consistent with District policies; supervises assigned staff, makes presentations to the Governing Board; provides consultative services on departmental matters
- Communicates and coordinates regularly with local city agencies related to projects impacting the schools and their communities
- Leads and directs the District's requirements under the Civic Center Act, including responding to public inquiries regarding venue availability, rental options, usage fees, and general usage policies in accordance with federal, state, local and District policies, procedures, and guidelines
- Oversees the selection, supervision, and evaluation of assigned staff; recommends transfers, terminations, and disciplinary actions as appropriate; analyzes staffing needs, assigns and inspects work, and coordinates training and development to ensure effective team performance.
- Provide positive, instructional, and servant leadership to department staff; while also fostering positive department culture and morale
- Conducts and attends a variety of staff and management meetings as required to provide assigned services to the District, serves on committees and attends meetings of the Governing Board as assigned
- Oversees programs and manages projects (e.g. deferred maintenance, capital renewal, Williams Act, AHERA, Healthy Schools Act, IPM program, inspections, telecommunications, energy management, environmental quality control to include asbestos, hazardous materials, air quality, recycling and other environmental issues, etc.); establishes policies and protocols that meet all required maintenance standards as required by law and works with administration to ensure highest level of service and compliance with all regional, state, and federal permitting and laws as they impact the District; BE

JOB FUNCTIONS(continued):

- Manages the maintenance and repair program for the District's White Fleet and all powered equipment used by the M&O Department trucks, automobiles, tractors, sweepers, mowers, and other powered grounds equipment
- Performs other duties as assigned
- Attends meetings and events outside of standard work hours. Will be available by phone or email at all times, after hours and weekends.

Knowledge & Abilities:

- Basic school and building trades
- Local, state and federal building, environmental and safety codes
- Construction standards as it relates to all areas of supervision and State building code requirements, CAL OSHA, and other related mandates by the State or Federal Government
- Modern methods, techniques, organization and management of staff development
- Knowledge of: Principles of administration, supervision, management, training, safety and security; principles of budgeting, cost analysis, and reporting; knowledge of methods, materials, and equipment used in general routine maintenance and repair of all District facilities; building construction practices and materials, and laws and codes affecting the construction and repair of school buildings; research methods and procedures; letter and report writing, including correct English usage, spelling, grammar, and punctuation; standard office machines, including technology.
- Collaborative problem-solving methods
- Accurate record keeping
- Practice and principles of supervision
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Perform a variety of administrative duties related to the planning, organization and direction of facilities, maintenance, custodial, grounds keeping, warehouse delivery, and transportation
- Interpret laws and develop policies and regulations, which relate to assigned responsibilities
- Interpret complex technical documentation and laws

Knowledge and Abilities – continued

- Read and correctly interpret blueprints and schematic drawings
- Plan and organize work effectively
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Meet schedules and timelines
- Work independently
- Prepare comprehensive narrative and statistical reports
- Direct the maintenance of a variety of records and files related to assigned responsibilities
- Analyze and develop work methods, procedures and schedules
- Train and develop employee skills in proper use of materials and equipment
- Provide direction and assistance to staff and team members
- Motivate others and stimulate team and group process

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation, write, and read in English
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend, and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 50 pounds
- Able to carry up to 50 pounds
- Able to operate office machines and equipment in a safe and effective manner

JOB QUALIFICATIONS:

Education:

- Bachelor's degree from an accredited college/university in Business Administration, Public Administration, or other related field

Experience:

- Three years of increasingly responsible experience necessary to perform the defined job functions, i. e., assignments related to maintenance, operations and transportation within an educational organization

Licenses, Certifications, Bonding, and/or Testing:

- Valid Driver's License with acceptable safe driving record

~~EMPLOYMENT STATUS:¶~~
~~¶~~

- ~~Classified Management Position~~