BUENA PARK SCHOOL DISTRICT
CLASSIFIED MANAGEMENT
RANGE M07
12-MONTH POSITION

DIRECTOR OF FACILITIES, MAINTENANCE, OPERATIONS & TRANSPORTATION

DEFINITION

Under administrative direction of the Assistant Superintendent, the Director of Facilities, Maintenance, Operations and Transportation is responsible to plan, organize, direct, coordinate, manage, and supervise the facilities planning, facilities support activities, building maintenance, custodial, grounds keeping, safety/security services, pupil transportation, disaster preparedness services, and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This position provides leadership and direction to the Executive Cabinet and the Management Team on all facilities, bond projects, maintenance, operations, and transportation services that support the general goals of the District.

SUPERVISION RECEIVED AND EXERCISED

This position receives supervision and reports directly to the Assistant Superintendent, Business & Operations and provides direction and supervision to management and supervisory-level as well as bargaining unit-level employees in Facilities, Maintenance, Operations, & Transportation as assigned to support the leadership and direction of the different departments within the division.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following:

Directs all aspects of facilities, bond projects, maintenance, operations, and transportation services in support of the mission, tasks, functions, and goals of the district;

- Plans, organizes, schedules, and coordinates all facilities services, maintenance services, operations support activities, and transportation services and activities with school site administrators and/or program directors;
- Provides for regular inspection and evaluation of district facilities, prepare long and short-range plans and budgets for construction, maintenance, deferred maintenance, repair, and site improvement projects;
- Establishes and recommends priorities for maintenance and facility improvement (new, modernization, or minor) related projects;
- Develops work methods, analyzes procedures, and refines schedules;
- Consults with architects, technical consultants, contractors, and appropriate local and state agencies to develop projects, work plans, and cost estimates;
- Prepares and supervises the preparation of plans, cost estimates, specifications, bid forms, and contracts for labor, material, and services including all activities related with doing public bids;

- Maintain project records, incorporate applicable information into site files, record cost data, and provide such reports as may be required relating to facilities, construction and/or the State School Building Program;
- Directs all aspects of providing the planning, construction, and completion of phases of new construction, modernization, and/or facilities improvement projects;
- Prepares and administers public works and field service contracts for maintenance and repair of district facilities;
- Ensures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings, and building occupants, transportation, public safety, and access compliances;
- Prepares general fund budgets proposals, applications for state building funds, deferred maintenance funds, or other specialized funding related to facilities, facilities support activities, and transportation;
- Prepares financial, operational, and statistical reports as required or directed
- Directs and manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds;
- Oversees and monitors the fleet operations and service performance of vehicles transporting students;
- Oversees and manages the Federal Department of Transportation mandated Drug and Alcohol Testing Programs;
- Oversees surplus property and sales;
- Administers the assignment and distribution of personnel, provides ongoing reviews of organization structure, staffing, and departmental policies and procedures;
- Selects, oversees and participates in employee selection of staff, and oversees the performance evaluation process of all assigned personnel. Evaluates subordinate administrative and assigned personnel;
- Provides for employee growth through in-service and outside training opportunities;
- Responds to emergency situations and directs the emergency management program;
- Manage and participates in facilities planning and sits as members of boards, committees and study groups;
- May drive a District-provided service vehicle to and from various work locations within District boundaries;
- Provides 24-hour on call service for emergencies;
- Performs such other related duties as may be required or directed.

QUALIFICATIONS

Knowledge of:

- Building design and construction process, building trades, and maintenance of structural and nonstructural building systems;
- Landscape and field maintenance practices and procedures;
- Custodial maintenance practices and procedures;
- Building security systems, anti-intrusion and theft prevention methods;
- Energy management and utilities conservation measures;
- Laws and regulations pertaining to school bus safety and operation;
- Organization and operation of a school district transportation system;
- Principles of pupil management and disciplines;
- Methods, procedures, and terminology of data management;

- Current technology, software applications, office methods and practices;
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contracts Codes, CFSs relating to health, safety, hazardous materials, and handicapped access, and related codes of regulations as may be required in application to construction, maintenance, modification of school buildings, or transportation of students;
- Budget and fiscal management practices and policies;
- Labor agreements, FLSA (Fair Labor Standards Act, and personnel management).

Ability to:

- Communicate effectively orally and in writing, as well as provide in-service to teachers, employees, or other groups;
- Effectively communicate with tact, discretion, and courtesy in dealings with superiors, subordinates, and the general public in order to establish and maintain effective relationships with general public, district staff, parents, and contractors;
- Manage multiple efforts simultaneously;
- Estimate time, materials, and costs needed on a wide variety of projects;
- Determine priorities and schedule work effectively and efficiently;
- Analyze complex issues, formulate reports, organize and present data and provide summaries, conclusions and solution options;
- Plan, organize and administer the activities of a transportation department;
- Manage and supervise a large and diverse workforce, effectively implementing recognition, evaluation systems and discipline to maintain employee confidence and morale;
- Perform the essential functions of the job with or without reasonable accommodation.

Education & Experience:
Any combination equivalent to:

Education: Bachelor's or advanced degree in a job-related field; and/or current/previous contractor (A, B or C) license is preferred.

Experience: At least five (5) years of facilities project management with the coordination and supervision of multiple trades and/or five (5) years of increasingly responsible management experience in a closely related area of maintenance, operation, construction, or facilities. Experience must include a minimum of two (2) years of supervisory experience.

Additional Preferred Experience Qualifications:

School district experience with responsibility for facilities, maintenance, operations, and transportation.

Licenses and other requirements: Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

WORKING ENVIRONMENT

The work environment and physical demands of the position, as described below, are representative of those that must be met by an employee to successfully perform the essential functions of a position in this management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These

physical standards are generic in nature, and tasks may vary depending on school site or specialized department assignment.

Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk and hear. The employee frequently is required to sit. The employee is required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Working Conditions: While performing the duties of this position, the employee is subject to constant interruption. The employee in this position must be able to meet deadlines with severe time constraints. This position may also be subject to high workload volumes and work without direct and/or constant supervision. Although the employee in this position works mainly indoors, they may be required to work outdoors with potentially loud noise levels, at construction sites, on rooftops, and in highly precarious places, across district-wide facilities, including schools and administrative buildings, near mechanical parts, and with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work at remote District sites as needed to perform work activities. The noise level in the work environment is usually moderate, but occasionally it can be loud.

Hazards: While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles and vibration. May occasionally work near or with electrical power supply and high voltage equipment or power sources. May occasionally work in a cramped or restrictive work chamber. May occasionally work on ladders or at heights. Occasional exposure to cleaning fluids. Also, occasionally works in outside weather conditions.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties, and additional duties may be assigned.

BPSD Board Approval
Revised by Governing Board: November 13, 2012
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