

## **ASSISTANT DIRECTOR OF MAINTENANCE & OPERATIONS**

### **DEFINITION:**

Under the direction of the Chief Operations Officer, assist in planning, organizing, directing, and supervising the District's maintenance and operations functions, including custodial services, grounds, and equipment and vehicle maintenance. Assist in the planning, coordination, and oversight of deferred maintenance projects.

### **QUALIFICATIONS:**

Any combination of education, training, and experience that demonstrates the required knowledge, skills, and abilities to perform the essential function of the position may be considered qualifying.

### **Experience:**

- Five (5) years of increasingly responsible experience in maintenance and operations, including at least three (3) years in a supervisory capacity.

### **Education:**

- Bachelor's degree in facilities management, construction management, business administration, or a related field.

### **Licenses:**

- Possession of valid California State driver's license.

### **DISTINGUISHING CHARACTERISTICS:**

This classification serves as a senior management role that functions as an intermediate leadership position between the Maintenance and Operations Manager and the Director of Maintenance and Operations. The Assistant Director is responsible for assisting in the planning, coordination, implementation, and monitoring of districtwide maintenance and operations programs, exercising professional judgment within established goals, performance targets, budgets, and policies set by executive leadership. Unlike the Manager of Maintenance and Operations, which focuses primarily on day-to-day operational supervision and direct workforce oversight, the Assistant Director operates at a broader, districtwide level, coordinating across sites and functions and supporting long-range planning and fiscal processes. The Assistant Director position differs from the Director of Maintenance and Operations in that it does not carry final authority for strategic direction, major capital planning, or independent fiscal decision-making, but instead prepares analyses, recommendations, and implementation support for executive review. This role represents a key leadership development position and a logical career progression to the Director of Maintenance and Operations classification. In performing assigned duties, the Assistant Director is expected to model and advance the District's Welcoming School District Standards and Leadership Collective Commitments by promoting safe, well-maintained, and inclusive facilities; fostering respectful and collaborative relationships; and supporting equitable, accountable, and performance-driven maintenance and operations systems that contribute to positive school and workplace environments.

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### **ESSENTIAL FUNCTIONS:**

- Promotes the District's Welcoming School Standards, Leadership Collective Commitments and Performance Targets by supporting safe, well-maintained facilities and modeling respectful, inclusive, and collaborative operational oversight.
- Assist in developing, preparing, implementing, and monitoring the District's projected five year deferred maintenance plan and budget.
- Assist in preparing the overall department budget; assist in preparing and/or reviews estimates of job costs; assist in reviewing estimates with actual costs of completed work; assist in preparing and interpreting plans and specifications; assist in making recommendations relative to departmental budgets.
- Assist in monitoring departmental expenditures on an on-going basis to assure compliance with budget.
- Assist in establishing a District-wide preventive maintenance program.
- Assist in coordinating with District administrators, architects, and contractors in the development of plans and specifications for remodeling deferred maintenance projects.
- Coordinates fire prevention programs with local fire marshals and school principals.
- Confers with and advises school administrators regarding maintenance repairs, new equipment, safety standards, (OSHA, CAL-OSHA, Disaster Preparedness).
- Coordinates with Maintenance and Operations Manager(s) to ensure all maintenance and operational needs are accomplished at all District sites.
- Assist in determining priority for repairs and new deferred maintenance projects.
- Personally inspects District buildings for needed repair and maintenance as well as for fire, safety, or health hazards.
- Inspects work to ensure completion in accordance with established standards, building and safety codes.
- Assist in negotiating and administer service contracts for Maintenance and Operations services.
- Schedules, coordinates, and monitors sanitary disposal services, lawn maintenance and mowing services.
- Receives work orders and assigns work to craftsmen and workers.
- Organizes, develops and conducts in-service training programs.
- Assist in providing administrative counsel to management team members regarding maintenance activities.
- Assist in administering a system for reviewing and evaluating department employees' performance.
- Assists in the resolution of employee complaints.
- Prepares various reports, attends meetings and workshops, and makes oral presentations as necessary.

### **KNOWLEDGE:**

- Applicable provisions of the Division of the State Architect requirements (DSA), California Uniform Public Construction Cost Accounting Act (CUPCCAA), State Education Code, California School Accounting Manual, and the Administrative Code Title 5 and 8.
- The methods, practices, equipment, and supplies used in the building trades.

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- Applicable State and local building, safety, and health codes;
- Management principles and practices including budget preparation and expenditure control

### ABILITIES AND SKILLS:

- Establish rapport rapidly and maintain effective work relationships with those contacted in the performance of required duties.
- Direct, supervise, and prioritize the work of others.
- Assist in estimating budgetary and personnel needs.
- Perform on-site inspections of deferred maintenance projects.
- Maintain records and prepare reports.

### 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employees in this classification primarily work in a standard office environment but are regularly required to visit District sites, including school campuses, maintenance facilities, and project locations, to conduct inspections, coordinate work, and monitor operations.
- The position involves frequent interaction with administrators, supervisors, staff, contractors, regulatory officials, and the public.
- The work environment may occasionally include exposure to typical maintenance and construction site conditions such as dust, noise, uneven surfaces, and varying weather conditions during site visits.
- The noise level in the work environment is usually moderate.