CLASS TITLE: MANAGER, COMMUNICATIONS TRADES

WORK YEAR: 12 Months

VACATION: 27 Days

REPORTS TO: Director, Maintenance, Operations, and Transportation (MOT)

BASIC FUNCTION:

Under the direction of the Director of MOT, the Communications Trades Manager is responsible for planning, organizing, supervising, and evaluating districtwide maintenance operations related to electronics, alarms, audio/visual, business machines, and other assigned trades for the Riverside Unified School District. The Communications Trades Manager ensures the effective performance of preventive maintenance (PM) programs in accordance with manufacturer specifications, industry standards, and good maintenance practices to maximize asset life, ensure occupant comfort, safety, and regulatory compliance. The Communications Trades Manager also provides project management oversight for capital outlay and modernization projects within assigned trades, coordinates with planning committees, architects, engineers, and technical consultants, and ensures projects are completed on schedule, within budget, and in compliance with District standards and applicable codes. Position is subject to an on-call emergency standby rotation and possible after-hours response.

REPRESENTATIVE DUTIES:

- Plan, direct, and supervise preventive and corrective maintenance programs for Fire, Security, Video Surveillance, Paging, Bell Schedule, Audio/Visual, and Land Mobile Radio trades, and other assigned trades across all District facilities.
- Ensure all maintenance activities adhere to manufacturer recommendations, applicable codes, and recognized best maintenance practices.
- Monitor system performance, diagnose deficiencies, and implement corrective strategies to maintain operational reliability, asset longevity, and energy efficiency.
- Provide project management oversight for capital outlay, modernization, deferred maintenance, and infrastructure improvement projects related to assigned trades.
- Review plans and specifications; coordinate with architects, engineers, inspectors, and consultants.
- Participate in planning committees and collaborate with internal and external stakeholders concerning educational facilities.
- Arrange bids and develop technical specifications for outside contractual work.
- Prepare specifications, evaluate bids, recommend awards, and assist with contract negotiations in accordance with District policies and public contracting laws.
- Oversee the work of outside contractors to ensure compliance with contract

terms, safety requirements, timelines, quality standards, and budgetary limitations.
- Assist in the development and administration of maintenance and project budgets.
- Monitor expenditures, recommend cost-effective solutions, and ensure responsible use of District resources.
- Forecast staffing, materials, and equipment needs for assigned trades.
- Prioritize, schedule, and assign work; receive work orders and dispatch staff to install, maintain, repair, and service equipment. Coordinate responses to emergency calls.
- Supervise and evaluate assigned supervisors, specialists, lead workers, and staff.
- Provide technical guidance, training, and performance feedback to ensure high standards of workmanship and safety.
- Promote a culture of accountability, customer service, teamwork, and continuous improvement.
- Oversee the District's Computerized Maintenance Management System (CMMS)
- Ensure compliance with applicable Federal, State, and District safety codes and regulations.
- Ensure compliance with District safety programs, Cal/OSHA requirements, and safe work practices.
- Investigate incidents and implement corrective actions to reduce risk and prevent recurrence.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

- Applicable Federal, State, and District safety codes, laws, and regulations.
- Methods, materials, and equipment used in the various communications trades, such as fire, security, video surveillance, paging, bell schedule, audio/visual, and land mobile radio trades, and other assigned trades.
- Building construction practices and laws governing the construction and repair of public buildings.
- Appropriate safety precautions and procedures.
- Health and Safety regulations.
- District organization, operations, policies, and objectives.
- Oral and written skills.
- Computerized Maintenance Management System (CMMS) and related systems,
- Various software applications, including, but not limited to: Google Suite, Microsoft Suite, artificial intelligence programs, and building design programs.

ABILITY TO:

- Plan, assign, coordinate, and direct the work of others.
- Perform a variety of responsible duties related to building and communications maintenance, and activities.
- Train, supervise, and evaluate personnel.
- Prioritize and schedule work.
- Develop department budgets using district-selected programs.

- Assist or prepare, interpret, provide input, modify, and explain construction drawings and plans.
- Develop and implement preventative maintenance strategies and schedules
- Develop estimates of labor and material
- Prepare written and oral reports
- Effectively communicate, both verbally and in writing
- Develop and maintain cooperative relationships with others
- Operate a District vehicle. Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High School Diploma or equivalency, supplemented by journeyman equivalent to that of an electronics technician, fire alarm technician, audio-visual technician, business machine technician, or other building maintenance trades, including at least two years of supervisory experience related to the building maintenance and operations trades.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment

Physical Abilities:

- Walking over rough or uneven surfaces to conduct inspections
- Seeing to inspect work and read various materials
- Hearing and speaking to exchange information