LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Maintenance & Operations	**REPORTS TO**:	Assistant Superintendent/Designee
DEPARTMENT:	Facilities & Operations	**CLASSIFICATION:**	Classified Management
FLSA:	Exempt	**WORK YEAR:**	245 Days
REVISED:	April 21, 2015	**SALARY RANGE:**	Classified Management Schedule

JOB PURPOSE STATEMENT:

Under direction of the Assistant Superintendent of Facilities & Operations, plans, organizes, coordinates, and directs the district's maintenance, operations, inventory, utilities, custodial, and grounds functions; ensures efficient and cost-effective departmental operations; supervises and evaluates the performance of assigned personnel; provides inservice training for all maintenance and operations personnel. Develops and implements short and long-range strategies and plans related to meeting the district's maintenance and operational needs. Supervises and evaluates the maintenance, repair, and operation of all district and school facilities and grounds; supervises and inspects construction and repair projects. Manages the annual budget for maintenance, grounds, and custodial services.

The Director's position necessitates cooperation and coordination with the administrative officials of every school and District department. Establishing and adjusting work priorities is critical in this position. The Director participates directly in policy decisions affecting this department's areas of responsibility.

ESSENTIAL FUNCTIONS:

1. Directs a program for the on-going and annual inspection of district building facilities and grounds; applies maintenance standards for items inspected; determines causes and corrective action for deficiencies; determines the need for additional exploratory analysis; performs inspections indicated by supervisory reviews, reports of emergency or service calls and other work requests.
2. Directs maintenance, irrigation, and grounds activities related to outside contractors including: recommends work to be performed by contract; prepares preliminary designs, sketches and plans for work to be performed; inspects work in progress and upon completion; maintains liaison with contractors.
3. Directs maintenance and grounds planning, estimating, and scheduling functions including: analyzes work to be accomplished in light of accepted trade practices, pertinent specifications, drawings, and sketches; prepares detailed job orders; plans work in the most efficient job sequence to work centers involved; estimates total manpower requirements and detailed labor costs by shop, using performance standards when available, historical data, and by application of acquired experience and knowledge; determines amount and type of materials needed by each shop and estimates overall material costs.
4. Directs scheduling of maintenance and grounds service activities including: processing of routine/emergency work requests and work orders resulting from inspection activities and establishment of job control procedures enabling accurate accounting and analysis of costs for budget and charge-back purposes.
5. Directs and reviews the operation of the Preventive, Corrective, and Deferred Maintenance Programs.
6. Plan, develop, and schedule on-going preventive maintenance programs as required.

7. Develops and implements a mandatory tracking system which provides frequent (no less than monthly) information to site principals.
8. Reviews and approves work orders and capital outlay work requests and establishes their priority.
9. Communicate with District and site administrators and personnel, regulatory agencies, architects, contractors, vendors and others concerning maintenance, operations, grounds and custodial services.
10. Develops and supervises the maintenance of records and documents generated in connection with assigned responsibilities.
11. Maintain asbestos management plan (AHERA) and update pursuant to legal requirements.
12. Assists with the development, coordination, and implementation of the District Safety Program and Emergency Prepardness Plan.
13. Establishes standards for, estimates necessary quantities of, selects and requisitions materials, repair parts, tools, equipment, and supplies for departmental operations.
14. Follows district policies and procedures.
15. Participates in interviews and recommends personnel for employment; plans, develops, and oversees staff training and development programs; conducts employee evaluations and performance improvement plans; and participates in matters of grievance, morale, and discipline.
16. Knows and understands the Strategic Plan, Mission and Core Values of the district, the Local Control Funding Formula (LCFF) and Local Control Accountability Plan (LCAP) goals.
17. Maintains a library of maintenance and operations manuals.
18. Maintains training and safety program and records on assigned personnel. Participates in district in-service training as required. Work with Risk Management on a regular basis regarding complince issues and district programs that require compliance and/or agency/community notification.
19. Provides on-going and annual inservice training for all Maintenance and Operations personnel.
20. Plans, schedules, delegates, inspects, and evaluates current work of department; arranges and approves work completed under contract; consults with architects and engineers on construction, renovation, and capital outlay projects.
21. Performs various inspections related to safety, energy conservation, work performance and security involving District property and work by outside service providers.
22. Prepares annual budget estimates for assigned department and for related requirements at school sites.
23. Prepares and monitors budgets in maintenance and operations.
24. Estimates cost of repair projects in terms of labor, material and overhead.
25. Prepares analyses and reports on questions of cost and feasibility and enforces cost controls for assigned department.
26. Develops and provides bid specifications which may include technical information and project sketches/drawings to develop work scope for bidding on projects related to the deferred maintenance projects, preventative maintenance projects, capital outlay projects in the Maintenance and Operations Department.
27. Prepares scheduled and special reports, analytical studies, and develop and presents information to a wide variety of stakeholders.
28. Reviews legislation and consults with various agency officials concerning matters of safety, health, sanitation, and construction standards and effects compliance with requirements.
29. Reports regularly to Assistant Superintendent concerning work order and project completion.
30. Coordinate with Assistant Superintendent with regard to compliance with non-maintenance/operations and facility related statutes, regulations, and policies (e.g., DSA, DTSC, CEQA, etc.).
31. Respond, maintain and evaluate services as needed due to emergencies, District functions, vandalism, system failure, overtime and shift work and other off-hours needs; drive a District-owned vehicle to and from various work locations.
32. Establishes departmental goals and objectives (no less than annually), along with work standards as a means for evaluating the progress of all maintenance and operations projects.

33. Interacts with the Fire Marshall, insurance carrier, safety inspectors, and District safety inspector as it relates to inspection and compliance reports and ensures that all items related to the repair of facilities are expeditiously corrected.
34. Maintains the District's Emergency Call-Out list as it pertains to the security and safety of District buildings and grounds.
35. Works collaboratively with the District's energy management staff and vendors.
36. Works cooperatively with subcontractors and suppliers as needed to meet District objectives.
37. Works cooperatively with other departments and school site staff in all areas of involvement.
38. Gives oral presentations related to areas of responsibility.
39. Assists with liaison between the District and all local, state and federal agencies involved in the maintenance programs.
40. Orders supplies in a timely and efficient manner.
41. Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Care and maintenance of buildings, and grounds equipment and tools.
2. Contemporary trade practices, methods, tools, techniques, quality standards, and applicable equipment.
3. Current governmental maintenance and operations procedures.
4. District policies and procedures related to District Maintenance Safety.
5. Effective methods of cost control in the selection of materials, conduct of maintenance and utilization of staff resources.
6. Effective principles of supervision and staff development.
7. Federal, state, and local laws, and state education codes related to maintenance, custodial, and grounds keeping regulations.
8. Maintenance, custodial, and grounds chemicals and their proper use.
9. Proper English usage, both written and verbal, spelling, reading, writing, and math.
10. Requirements for maintaining school buildings and grounds in a clean, safe, and functioning condition.
11. Water/waste management and irrigation procedures.
12. Safety rules and regulations for the district.
13. Knowledge of energy conservation principles.
14. Principles of administration, supervision, safety and security.
15. Methods, materials and equipment used in plumbing, carpentry, painting, electrical, electronic, heating/ventilation/air conditioning, and related crafts.
16. Laws and regulations on hazardous materials, safe worker practices and worker compensation issues.

Ability to:

1. Apply general policies and procedures to specific situations.
2. Assign personnel so that substitute needs are economically applied for vacation, sick leave, and other absences.
3. Be a productive and active team member.
4. Communicate effectively and tactfully in both verbal and written form.
5. Coordinate several functional areas to assure job progress. Meet job start/target dates.
6. Develop and monitor a centralized budget for maintenance, grounds, custodial, irrigation programs.
7. Develop effective preventive, corrective, and deferred maintenance programs.
8. Effectively and efficiently supervise, train, and evaluate employees as required.

9. Establish and maintain effective rapport with students, parents, and community members.
10. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.
11. Exercise initiative, tact, and good judgment in the course of performance of job duties.
12. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
13. Interpret laws and develop policies and regulations, which relate to district maintenance and grounds and irrigation practices.
14. Interpret plans and specifications.
15. Meet the physical requirements necessary to safely and effectively perform required duties.
16. Organize all work requests in a viable long-range maintenance and production plan.
17. Plan, direct, coordinate, assign, and schedule the work of others.
18. Prepare written and oral reports.
19. Prepare plans and specifications for contract work.
20. Prepares and administers the Capital Outlay Improvement Program.
21. Safely operate and apply all assigned equipment, materials, and chemicals.
22. Schedule maintenance and care of district facilities in a cost-effective manner.
23. Skillfully operate specialized maintenance tools and equipment.
24. Understand and utilize computer systems as they relate to various functions.
25. Work cooperatively with administrative and other staff members.

TRAINING AND EXPERIENCE:

1. Education equivalent to the completion of the twelfth (12th) grade, supplemented by college level training courses in management techniques, public administration, building, engineering, contracting, construction management, and architecture and drafting, and public works administration. Bachelor's degree in related field desirable.
2. Eight (8) or more years of successful, progressively responsible experience in the construction, engineering, construction management, and/or maintenance industry, of which at least five (5) years in a supervisory capacity. Public works experience is desirable.

SPECIAL REQUIREMENTS

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid and appropriate California Driver's License during the course of employment; have an acceptable driving record; and must be insurable at standard rates by District's insurance carrier and maintain such insurability during the course of employment.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents, instructions, the display screen of various equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to ten (10) pounds frequently, and fifty (50) pounds occasionally.
8. Able to exhibit full range of motion for shoulder external rotation and internal rotation.

9. Able to exhibit full range of motion for shoulder abduction and adduction.
10. Able to exhibit full range of motion for elbow flexion and extension.
11. Able to exhibit full range of motion for shoulder extension and flexion.
12. Able to exhibit full range of motion for back lateral flexion.
13. Able to exhibit full range of motion for hip flexion and extension.
14. Able to exhibit full range of motion for knee flexion.
15. Able to work at various elevated heights on ladders, scaffolding, rigging, and roofs in a safe and effective manner.
16. Able to work in restricted spaces in a safe and effective manner.
17. Able to work in a wide range of weather conditions.
18. Able to work with a variety of chemical agents, including various types of paint, varnish, shellac and thinners, in a safe and effective manner.
19. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
20. Able to operate a variety of powered industrial vehicles, equipment, and tools associated with building repair, maintenance, preventative maintenance, and construction in a safe and effective manner.
21. Able to operate office machines and equipment in a safe and effective manner.
22. Able to operate a variety of maintenance motor vehicles in a safe and effective manner.