Oak Grove School District

JOB TITLE: Director, MOT **SALARY RANGE:** F(8)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:
The Director – MOT, under the supervision of the Associate Superintendent of Business Services, provides leadership regarding all matters pertaining to maintenance, operations, and transportation, and shares responsibility in adhering to federal, state, and local regulations. Directs, coordinates, supervises and evaluates the work of others. Provides assistance to the Assoc. Supt. of Business and organizes the District's maintenance, operations, and transportation activities as well as the safety and energy management programs. Functions as a member of the District Leadership Team and participates in the formulation and implementation of District policies.

ESSENTIAL JOB FUNCTIONS:

Administrative

- Responsible for all facilities management and planning, lease and licensing agreements, hazardous materials management, security systems, capital repairs, maintenance and repair service, energy management, refuse collection and disposal, recycling programs, and Five-Year Deferred Maintenance plan
- Develop and organize ongoing, long range, and preventive maintenance plans and programs for sites, buildings and equipment, including grounds keeping, transportation, and custodial services; report the status to the Associate Superintendent
- Prepare bid specifications for equipment and projects; coordinate bidding process with the Purchasing Department
- Negotiate contracts as appropriate; review billings and contract terms with contractors, vendors, etc.; confer with District legal counsel and the Associate Superintendent, as needed and appropriate
- Responsible for implementing and monitoring of the Labor Compliance Program, Storm Water Pollution Prevention Plan, National Pollutant Discharge Elimination System, and California Environmental Quality Act

General Duties

- Assumes direct responsibility for maintenance and custodial personnel functions, including evaluating, supervising, directing action and activities, and leading the division; coordinates hiring and training, recommends transfers, reassignments, and disciplinary actions, including terminations, as appropriate; supports Operations Manager for personnel functions of Transportation and Grounds staff
- Coordinate hiring, training and evaluations of personnel, as appropriate; recommend transfers, reassignments, and disciplinary actions, including terminations, as appropriate
- Regularly communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements to resolve issues and conflicts and to exchange information, as appropriate and as needed; provide recommendations concerning equipment, materials, personnel, policies and procedures to

assure an economical, safe, compliant and efficient work environment

- Develop, prepare, implement and ensure adherence to all applicable budgets; analyze and review budgetary and financial data with the Assistant Superintendent and revise budgets as directed; negotiate primary change orders, prepare and processes change orders and keep the Assistant Superintendent apprised; monitor cash flow and authorize expenditures in accordance with established guidelines
- Prepare notices, public information documents, and other information items including resolutions, agenda items and documentation required for Board action
- Attend meetings of the Board of Trustees and other departmental and/or staff meetings, as required and appropriate
- Attend and participate in professional organizations and meetings as appropriate and/or as requested by the Assistant Superintendent
- Establish and maintain a close working relationship with the City Law Enforcement, Fire Prevention, City Public Works and Maintenance Departments, as well as other Federal, State, and Local agencies
- Responsible for reading, interpreting and implementing a variety of correspondence, reports, manuals, statutes, policies, regulations, etc.
- Responsible for compliance with applicable Federal and State laws and regulations, as well as District policies, procedures and regulations by departmental personnel
- Performs related duties as assigned

<u>Maintenance</u>

- Provides direction and guidance for all maintenance activities
- Oversees maintenance, repair, modification, installation, and construction by all maintenance staff, inclusive of laborers, electricians, carpentry, maintenance, and maintenance mechanic
- Oversees the development, implementation, and maintenance of standard operating procedures for facilities systems, emergency response, workplace services, and general department policies
- Maintains fire/life safety systems, burglary systems, clock/bell/speaker systems, and other security systems (cameras, badges, lock systems). Assures systems are operating correctly across the District; completes fire/life safety system annual testing and routine maintenance of systems, including fire extinguishers, pull stations, detectors, sprinkler systems, and other components

<u>Energy Conservation</u>

- Advise, assist and make recommendations to the Superintendent and/or Associate Superintendent of Business Services on alternative energy sources, consumption and general energy conservation measures
- Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that affects energy consumption
- Maintain records of federal and state energy conservation grants received by the District
- Ensure that the District is on the proper utility rate schedule and is receiving correct billing

- Ensure District's participation in any rebate programs offered
- Assist with the ongoing design and maintenance of the programming for computerized energy management system to insure operational efficiency

Emergency Planning & Preparedness/Safety/Risk Management

- Direct, prepare, oversee, monitor, and update the District safety and emergency preparedness plans; coordinate all necessary communication; provide information to staff regarding the plans functions, policies and procedures; chair safety and emergency preparedness program committees
- Assist in the overall District risk management process; monitor and review processes to ensure risk and compliance arrangements are in place; provide support and training to personnel
- Act as a resource person and investigator regarding any emergencies, security systems and maintenance problems at District facilities; initiate appropriate actions
- Enforces safety regulations
- Attends and conducts staff trainings, disaster and emergency training and drills, and safety and security meetings as assigned
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Operations & Safety

- Supports Site Administrators with their Custodial personnel; coordinates and supervises summer custodial work
- Oversees the development and implementation of custodial standard operating procedures for facilities, emergency response, and general department policies
- Trains workers in the safe and effective use of equipment, supplies, and chemicals in compliance with appropriate OSHA and other legal and safety regulations; reports to the Associate Superintendent of Business any safety hazards observed
- Oversees and supports the Operations Manager's duties as assigned
- Confers with the Operations Manager on team schedules and estimating staffing requirements for completion of job assignments
- Rotates on-call duties and emergency response with the Operations Manager
- Responsible for implementing weekday, weekend, holiday, and summer shutdown checklists for every building in the District
- Collaborates with school personnel regarding job requests and outcomes
- Manages work order records along with tool and parts inventories
- Approves procurement of parts and services with vendors
- Ensures that appropriate professional development activities are provided for personnel
- Demonstrates and guides lead staff in effective leadership and management strategies
- Performs other related work as required

Transportation

- Supports Operations Manager in reviewing transportation staffing and vehicle maintenance needs
- Plans, coordinates, and ensures the implementation of the bus evacuation drills for students in accordance with Federal and State requirements
- Establishes and implements preventive maintenance schedules to comply with California Highway Patrol Guidelines and minimize repair costs
- Coordinates, monitors, and regularly evaluates the preparation, scheduling, routing, and availability of buses, vehicles, and personnel needed to service the District's transportation needs
- Responds to questions and complaints from the public and District staff regarding school bus services
- Develops preventative maintenance planning and procurement of white fleet vehicles and yellow fleet vehicles, including electric vehicles
- Acts as a substitute bus driver, as needed

KNOWLEDGE, SKILL AND ABILITIES:

- Experience with bargaining unit contract administration and negotiation
- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents
- Knowledge of procurement rules, regulations, and rules of state contracting and CUPCCAA guidelines
- Knowledge of proper accounting and record-keeping procedures and methodologies
- Thorough knowledge of the basic principles and methods of mechanical and maintenance trades as applied to repairing large buildings; general knowledge of basic architectural and engineering principles and concepts
- Thorough knowledge of the hazard and safety precautions involved in maintenance work
- Ability to respond to emergencies anytime and work unusual hours as required

SKILL AND ABILITY TO:

- Comprehend, interpret and explain complex regulations and guidelines
- Identify, define, analyze and recommend solutions to administrative operational and programmatic problems related to the District's operational needs
- Exercise appropriate independent initiative, ingenuity and judgment; communicate effectively and respectfully
- Practice excellent communication skills for gathering, evaluating and transmitting information
- Maintain effective and cooperative relationships with District employees, parents/guardians, contractors, and the general public

- Prepare, read, and interpret data and demographic reports, financial reports, blueprints, schematics, architectural plans/documents, sketches, designs, diagrams, drawings, etc., as appropriate
- Apply principles of logical or scientific thinking to define problems
- Collect, analyze and interpret data, establish facts, and draw conclusions
- Interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables
- Effectively plan and meet all deadlines, schedules, and timelines

EDUCATION AND EXPERIENCE:

- Bachelor's degree with two years of related work experience required
- Bachelor's degree requirement may be substituted with three years of related work experience in a K-12 school setting

MINIMUM QUALIFICATIONS:

- Bachelor's Degree with two years related work experience required
- Bachelor's Degree requirement may be substituted with five years related work experience in a K-12 school setting
- Three years of supervisory/management experience required
- Ability to maintain strict confidentiality and strong judgment
- Have a professional demeanor and thrive in a fast-paced environment
- Organizational skills including follow up and meticulous attention to detail
- Operate with proficiency a computer and assigned software programs, including, but not limited to, Google Platform and Applications, Microsoft Word, Excel, PowerPoint, Project; familiarity and experience operating work order software programs, and transportation routing/scheduling software programs; operate other office equipment, as assigned
- Demonstrated experience and knowledge of, and ability to effectively plan and provide training in, facility maintenance and construction, grounds keeping, irrigation controls, pest control, energy management, emergency response and risk management and energy conservation activities
- Experience and ability to negotiate with contractors, vendors, and governmental entities, within established guidelines
- Knowledge of the legal and ethical guidelines and obligations applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations, as well as District policies, regulations and procedures
- Possession and maintenance of a valid California Driver's License

The preceding job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be

interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required for this position.

SPECIAL REQUIREMENTS:

- Possession of a valid Class B California Commercial Driver's License
- Possession of a valid California School Bus Certificate, a valid Driver's Training Certificate, and a valid medical examination report (DL51) or up to one year to possess a School Bus Certificate

WORKING CONDITIONS

Environment

- Indoor and outdoor work environment
- Subject to noise from equipment operation
- Regular exposure to fumes, dust, dirt, and oil/grease
- Subject to driving a vehicle to conduct work

Physical Abilities

- Seeing to observe needed and completed repairs
- Climbing ladders and working from heights
- Walking over rough or uneven surfaces
- Lifting heavy objects weighing up to 75 pounds
- Sit and stand for extended periods of time
- Accurate perceiving of sound, near and far vision, and depth perception
- Reach in all directions
- Ability to raise and lift materials from one level to another and use strength to carry items needed to perform the functions of the job
- Bend, twist, kneel and stoop
- Write legible reports
- Read notes, memos and printed material
- Speak clearly and communicate effectively
- Dexterity of hands and fingers to operate a computer keyboard and machinery related to job

Hazards

- Vapors from paint and solvents
- Working in a cramped or restrictive work chamber
- Working with power tools and other equipment
- Working at heights on ladders, scaffolding, lifts, and fork-lifts
- Working with electrical power supplies

WORK YEAR:

215 days/12 months

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender or gender identity), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS, age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our human resources office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide us with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.