Position: Executive Director - Maintenance & Operations	FLSA: Exempt	Work Days: 223
Reports to: Associate Superintendent or Designee	Salary: Classified Management Salary Schedule – Range B	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY:

The Executive Director - Maintenance & Operations provides strategic leadership, direction, and oversight for the District's Maintenance & Operations (M&O) division, ensuring that all schools, sites, and facilities are safe, functional, well-maintained, clean, and supportive of high-quality learning environments. Oversees maintenance, custodial services, grounds, preventive maintenance, work order systems, operational planning, safety compliance, and resource allocation. Leads long-term and day-to-day facility operations and ensures districtwide consistency, responsiveness, and service excellence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Supervise, support, and evaluate staff as assigned; foster a culture of accountability, collaboration, and professional growth.
- Provide leadership aligned with the District's Vision, Goals, Core Values, and Theory of Action for Student Success.
- Plan, organize, and oversee assigned functions to support effective operations, continuous improvement, and alignment with district priorities.
- Use data and evidence to inform decision-making, monitor progress, and drive outcomes through the Cycle of Continuous Learning and Improvement (CCLI).
- Promote equitable access to programs and services and inclusive practices that support the success of all students.
- Maintain compliance with applicable laws, regulations, policies, and collective bargaining agreements.
- Oversee and/or support budgeting, resource allocation, and strategic planning efforts to advance district goals (as applicable).
- Promote safe, positive, and productive learning and working environments.
- Develop, recommend, and implement districtwide policies, procedures, and operational systems for maintenance, custodial, grounds, and facility operations.
- Provide districtwide leadership in the planning, implementation, coordination, and evaluation of all Maintenance & Operations programs.
- Oversee work order management systems, supporting timely, efficient, and customer-focused response to maintenance, repair, and operational needs.
- Lead development and oversight of preventive maintenance programs for buildings, systems, equipment, and site infrastructure.
- Maintain district facilities in compliance with all federal, state, and local regulations, including building codes, safety standards, environmental requirements, and ADA mandates.
- Supervise and support all M&O departments, including skilled trades, custodial services, groundskeeping, warehouse operations (if applicable), and assigned administrative support.
- Conduct or oversee facility inspections to identify hazards, maintenance needs, sustainability opportunities, and long-range improvements.
- Lead districtwide planning related to facility repairs, deferred maintenance, modernization, capital improvements, and safety upgrades in collaboration with Facilities/Capital Projects leadership.
- Develop and manage budgets related to Maintenance & Operations, including workforce planning, equipment procurement, contracted services, supplies, and capital maintenance resources.
- Direct emergency response procedures for urgent facility issues, including system failures, safety hazards, environmental concerns, and weather-related impacts.
- Coordinate with site administrators and district leaders to support facility readiness, safety, cleanliness, and operational efficiency at all campuses.
- Oversee custodial services for consistent cleaning standards, quality assurance systems, training, and performance monitoring.
- Oversee grounds operations to maintain safe and attractive outdoor environments across the district.
- Develop and deliver professional development for M&O personnel on safety, regulatory compliance,

systems, maintenance expectations, and operational best practices.
- Collaborate with Cabinet, Facilities Planning, Business Services, and other departments on districtwide initiatives, long-range planning, and resource prioritization.
- Manage relationships and contracts with external vendors, contractors, and service providers involved in maintenance, custodial, and grounds operations.
- Use data and reporting systems to monitor performance, predict operational needs, allocate resources, and evaluate program effectiveness.
- Support energy management, sustainability initiatives, and efficiency improvements across district facilities.
- Serve as a district liaison to regulatory agencies, inspectors, community partners, and local government entities regarding facility operations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices related to the technical aspects of the assigned department.
- Federal, State, and local laws, regulations, Education Code provisions, and collective bargaining agreements applicable to assigned departments.
- District organization, operations, policies, goals, and objectives.
- Recordkeeping, office organization, and standard administrative practices.
- Proper English usage, including grammar, spelling, punctuation, and vocabulary.

Ability to:

- Communicate effectively orally and in writing and build effective working relationships with diverse audiences, including staff, students, families, community partners, and stakeholders.
- Exercise sound judgment in problem-solving, conflict resolution, and decision-making.
- Adapt to changing priorities and organizational needs with flexibility and professionalism.
- Manage budgets and allocate resources in alignment with district priorities, as applicable.

PHYSICAL ABILITIES

Positions in this classification typically require the following physical abilities to successfully perform the essential functions of the job, with or without reasonable accommodation:

- **Mobility:** Ability to sit, stand, and walk for extended periods of time. Ability to move throughout district facilities, school sites, offices, warehouses, and community locations as required.
- **Manual Dexterity:** Sufficient fine motor skills to operate a computer, keyboard, mouse, tablet, telephone, and other standard office equipment. Ability to write, type, review, and prepare documents accurately.
- **Vision:** Ability to read printed materials and electronic documents, review data, and analyze reports. Adequate visual acuity to utilize computer screens for extended periods and observe site conditions.
- **Hearing and Speech:** Ability to hear and understand conversations in person, over the telephone, and through virtual platforms. Ability to speak clearly to participate in meetings and direct communication with individuals and groups.
- **Lifting/Carrying:** Ability to occasionally lift, carry, push, or pull materials and equipment typically up to 50 pounds.
- **Reaching/Bending/Stooping:** Ability to bend, stoop, reach, and stretch as required.
- **Travel:** Ability to travel between district sites, community locations, and external meetings. May require operation of a personal or district vehicle.
- **Work Environment Tolerance:** Ability to work in standard office settings as well as school, operational, warehouse, or outdoor environments, which may include moderate noise levels and varying temperatures.
- **Extended Work Hours:** Ability to work extended hours, evenings, and occasional weekends as required for meetings, events, emergencies, or operational needs.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor’s degree or higher from an accredited college or university with major coursework in facilities management, construction management, public administration, business

administration, engineering, industrial technology, or a related field. A Master's degree is highly desirable.
- Experience: Five years of increasingly responsible experience in maintenance, operations, facilities management, construction, or a related field, including at least three years in a leadership or supervisory capacity. Experience in a public school district, public agency, or large-scale institutional environment is highly desirable.

LICENSES AND CERTIFICATES

- Valid California driver's license required