

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – CLASSIFIED MANAGEMENT**

POSITION: Director I – Maintenance & Operations
RANGE: Classified Director I

A. PRIMARY FUNCTION

Under the supervision of the Chief Operations Officer, responsible for directing the maintenance of school buildings, grounds, and facilities; overseeing the District's custodial program in the absence of site principals, including during summer breaks and other periods when site administrators are not present; managing maintenance equipment and resources; identifying and overseeing the correction of conditions that may cause injury or pose a health or safety hazard to students, staff, or the general public; and performing related work as required.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

1. Supervise the maintenance of school buildings, grounds and facilities.
 - a. Make periodic inspections of school buildings for needed repairs, maintenance, safety and appearance.
 - b. Make periodic inspections of school sites to assess condition of athletic fields and landscaping. Assign staff to ensure athletic fields are ready for use and landscaped areas are properly maintained.
 - c. Assist in the planning and execution of capital improvements.
 - d. Coordinate all work orders, special projects, and preventive maintenance.
 - e. Estimate costs of work for maintenance projects.
 - f. Supervise District's preventive maintenance program, and prepare recommendations for equipment and facility repair and replacement.
 - g. Make recommendations on the purchasing and testing of maintenance and custodial supplies.
 - h. Train, supervise and evaluate Maintenance and Operations staff. Inspect completed projects and work orders.
2. Oversee the District's custodial program in conjunction with the principals, including periodic supervisory evening visits.
3. Meet with and advise school site administrators and staff regarding maintenance, grounds, and custodial issues; coordinate with site administrators to establish maintenance priorities and address operational concerns.
4. Organize and implement in-service activities for assigned staff.
5. Maintain safety program, including appropriate ongoing staff training and documentation.
6. Maintain integrated pest management program in accordance with State regulations.
7. Establish and update as necessary documented procedures, as needed, for the various areas of responsibility within the department. Develop operational standards to ensure consistent delivery across all sites.
8. Establish, document, and periodically update procedures for the various areas of responsibility within the department; develop and implement operational standards to ensure consistent and effective delivery of services across all District sites.
9. Oversee ordering, receiving, warehousing, inventory, and budget of all custodial, maintenance, and grounds supplies.
10. Assist in supervising District-wide facility use program.
11. Oversee the District energy management systems, including programming school schedules and checking operation of system.
12. Oversee maintenance and preparedness of District's emergency response equipment.
13. Assist the Chief Operations Officer in execution of District emergency and school site safety plans.

C. QUALIFICATIONS

1. Knowledge of:
 - a. Methods, practices, equipment and supplies used in school buildings, grounds, maintenance, and custodial service.
 - b. Building safety regulations, including laws relating to building construction and safety.
 - c. Principles and practices of budget preparation, management, purchasing, inventory control, and record keeping.
 - d. Principles and practices of facilities maintenance, preventive maintenance, grounds maintenance, custodial operations, and facility systems.
 - e. Principles and practices of project planning, coordination, implementation, and evaluation, including capital improvements and facility-related projects.
 - f. Applicable local, state, and federal laws, regulations, and safety requirements related to school facilities, maintenance, custodial operations, hazardous materials, and environmental health and safety.
 - g. Principles and practices of effective supervision, staff development, training, and performance evaluation.
 - h. School district operations, organizational practices, and the coordination of maintenance, custodial, grounds, safety, and facility services in a public-school environment.
2. Ability to:
 - a. Plan, organize, supervise, and evaluate the work of assigned staff.
 - b. Plan, coordinate, and oversee maintenance, grounds, custodial, facility, and special projects.
 - c. Prepare material and cost estimates and assist with the development and management of departmental budgets.
 - d. Develop, implement, document, and evaluate departmental procedures, operational standards, and preventive maintenance programs.
 - e. Coordinate projects and work activities involving multiple departments, school sites, contractors, and service providers.
 - f. Interpret and apply applicable laws, regulations, safety requirements, and District policies and procedures.
 - g. Establish and implement training schedules and provide staff training related to safety, equipment, procedures, and operational requirements.
 - h. Compile, maintain, analyze, and report information necessary for effective department operations and regulatory compliance.
 - i. Use facilities management systems, energy management systems, work order systems, and other technology necessary to effectively manage department operations.
 - j. Communicate effectively, both orally and in writing, with administrators, employees, contractors, vendors, students, parents, and members of the public.
 - k. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
 - l. Establish and maintain friendly, cooperative, and effective working relationships with all persons contacted in the course of work.
 - m. Make mathematical calculations with speed and accuracy.
 - n. Exercise safe driving practices and maintain a safe driving record.
 - o. Obtain and maintain required AHERA certification and other applicable hazardous materials or safety certifications.
3. Licenses & Certifications:
 - a. Possession and maintenance of an appropriate valid California Driver's License.
 - b. AHERA inspection certification.

4. Experience:
 - a. Five years of progressively responsible experience in facilities maintenance, grounds, custodial operations, construction, building operations, or a closely related field, including at least two years of supervisory or lead experience.
 - b. Experience planning, coordinating, and overseeing maintenance, facilities, grounds, custodial, or capital improvement projects.
 - c. Experience with budget development and management, purchasing, inventory control, work order management, and resource allocation.
 - d. Experience interpreting and applying applicable safety regulations, environmental requirements, and other laws and regulations related to facilities and operations.
 - e. Experience working collaboratively with multiple departments, administrators, contractors, vendors, and other stakeholders in the planning and delivery of facilities and operational services.

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading work orders, diagrams, labels and other printed matter and for the safe operation of equipment.
2. Ability to hear and understand speech at normal levels in person, on the telephone, and or on two-way radio.
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, or on two-way radio.
4. Ability to operate hand tools, mechanical equipment, power tools and equipment, and District vehicles with dexterity.
5. Ability to routinely lift/carry equipment and supplies weighing up to thirty-five (35) pounds and to occasionally lift/carry equipment and supplies weighing up to seventy-five (75) pounds.
6. Ability to wear appropriate safety equipment, including mask, respirator, safety glasses and/or goggles, ear protectors, protective hat, gloves, coveralls, etc. as required.

E. WORKING CONDITIONS

Indoor and outdoor working environments subject to bending, crouching and kneeling in sometimes dark/dusty confined spaces, pushing/pulling and lifting equipment and supplies, reaching in all directions, long periods of standing, walking and climbing.

Board Approval: 08/12/2026