



MERCED CITY SCHOOL DISTRICT

CLASS TITLE: Director of Maintenance, Operation, and Transportation

PRIMARY FUNCTIONS:

Under the Direction of the Chief Business Officer or Designee, the Director of Maintenance, Operation, and Transportation (MO&T), is responsible to plan, organize, control, and direct the maintenance, operations, and transportation (MO&T) services of the District; manage the grounds, custodial, skilled maintenance, automotive shop, transportation, and other MO&T functions; participate in various construction planning and development activities; ensure compliance with applicable laws, codes, rules, and regulations; train and evaluate the performance of assigned personnel; and perform related duties as assigned. The Director of Maintenance, Operation, and Transportation operates within the framework of the District policies, the Superintendent's vision, California Education Code, the California Code of Regulations, Title IV, and the rules and regulations of the California Department of Education.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct maintenance, operations, and transportation services and activities; establish standards for proper cleanliness, safety, building maintenance/repair, grounds maintenance, and transportation for students and staff; and ensure related practices, policies, recommendations and department activities adhere to applicable laws, codes, rules, and regulations; ensure compliance with established health and safety practices.

Plan, organize, review and prioritize projects for maintenance, custodial, and grounds activities; assess District needs for repair, maintenance, cleaning, and general upkeep of buildings, equipment, and grounds.

Participate in various construction planning and development activities; review specifications and make changes as needed; monitor and visit sites to inspect ongoing and completed construction projects; supervise in house construction projects; and attend various meetings related to construction activities or plans.

Plan and administer maintenance programs for District-owned mechanical and electrical equipment including heating and ventilation air conditioning equipment, plumbing, and sprinkler systems.

Direct transportation functions; assign staff in scheduling for home to school bus routes and stops, field trips, and athletic events; and maintain student transportation schedules.

Plan and implement a preventative maintenance program for vehicles and other related department assets to ensure safe operating condition.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignments, termination, and disciplinary actions; and inspect and verify proper utilization of time, materials, and equipment in the performance of maintenance, grounds, custodial, and transportation duties.

Provide technical expertise, information, and assistance to the administrator regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; and advise the proper Supervisor of unusual trends or problems and recommend appropriate corrective action.

Plan, organize, and implement long- and short-term programs and activities designed to develop assigned programs and services.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, files, and bid documents related to assigned activities and personnel.

Meet with site administrators regarding site maintenance needs; recommend changes or alternations; and provide cost estimates and time lines.

Develop and prepare the annual preliminary budget for the MOT Department; analyze and review budgetary and financial data; and control and authorize expenditures in accordance with established limitations.

Assess incidents, complaints, and accidents according to established procedures and recommend resolutions as appropriate.

Operate a computer and assigned software programs; operate standard office and MOT tools and equipment as assigned.

Drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

Respond to emergency and after-hours situations as needed.

Employee is to adhere to Federal regulations, State regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Bachelor's degree preferred in a related field and five (5) years of experience in a combination of maintenance, operations and transportation activities including two (2) years in a supervisory capacity.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

Valid California Class C driver license.

KNOWLEDGE OF:

Budget preparation and control.

Applicable laws, rules, and regulations regarding maintenance, construction, and related activities.

Maintenance, grounds and custodial procedures and operations.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Methods, supplies, and equipment used in building maintenance and custodial work.

Applicable laws and regulations governing student transportation.

Building construction planning and development.

Tools and equipment used in the repair and maintenance of motorized equipment.

Operation of a computer and assigned software.

Environmental, health and safety issues and regulations related to employees, buildings, and property.

ABILITY TO:

Plan, organize, control and direct MOT services of the District.

Manage the grounds, custodial, skilled maintenance, automotive shop, transportation, and other MOT functions.

Participate in various construction planning and development activities.

Train and evaluate the performance of assigned staff.

Estimate materials and labor costs.

Lay out, schedule, direct, and control a diversified maintenance, operations, and transportation program.

Develop and enforce work standards.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the completion of variety of reports and the maintenance of files related to assigned activities.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Indoor/ Outdoor/Shop environment.

Driving a vehicle to conduct work.

Noise from equipment operation.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of this job.

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate assigned tools and equipment.

Seeing to evaluate needed repairs, safety issues, and monitor work projects.

Walking over rough or uneven surfaces.

Standing and walking for extended periods of time to conduct inspections.

Climbing ladders.

Lifting, carrying, pushing, and pulling moderately heavy equipment as assigned.

Reaching overhead, above the shoulders, and horizontally to retrieve materials.

Bending at the waist, kneeling, and crouching.

HAZARDS:

Working around and with machinery having moving parts.

Exposure to potential hazards of inspecting construction sites.

Potential exposure to hazardous substances and materials.

Working at heights.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all the responsibilities, duties, and skills required of personnel so classified.

This position complies with the rules and regulations of the Americans with Disabilities Act (ADA)

Legal Reference: California Education Code, Sections 45103, 45109

Policy Adopted: August 19, 1986

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