SAN YSIDRO SCHOOL DISTRICT

TITLE: Director of Maintenance, Operations, Transportation and Facilities (MOTF)
REPORTS TO: Chief Business Official
DEPARTMENT: Maintenance, Operations, Transportation and Facilities (MOTF)
CLASSIFICATION: Classified Management
FLSA: Exempt
SALARY: Management Salary Schedule
REVISED:
Board Approved: November 12, 2026

BASIC FUNCTION

Under the direction and supervision of the **Chief Business Official (CBO)**, plans, organizes, directs, coordinates, and evaluates the programs, personnel, budgets, projects, and operations of the District's **Maintenance, Operations, Transportation and Facilities (MOTF) Department**.

Provides leadership and administrative oversight for District facilities; maintenance and operations; custodial and grounds services; transportation; fleet operations; facility planning; construction, modernization, renovation, and capital improvement projects; deferred and preventive maintenance; safety and regulatory compliance; and implementation of the District's Facilities Master Plan.

Provides leadership and oversight for projects funded throu**gh** General Obligation Bonds, state allocation board facilities project revenues, developer fees, and other local, state, federal, and restricted facility funding sources. Coordinates and collaborates with owner's representative/s, architects, engineers, inspectors, construction managers, contractors, consultants, legal counsel, financial advisors, bond program professionals, governmental agencies, and other parties associated with District facilities and capital improvement programs. Facilitates and supports the district's Bond Oversight Committees in conjunction with the Chief Business Official. Ensures sound fiscal practices and operational budgets for all construction projects.

Ensures District facilities, grounds, equipment, vehicles, and transportation services are maintained and operated in a safe, efficient, clean, compliant, fiscally responsible, and student-centered manner. Provides leadership to assigned personnel and promotes teamwork, accountability, collaboration, communication, and high-quality service to District schools and departments.

ESSENTIAL REPRESENTATIVE DUTIES

The Director may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, responsibilities, knowledge, skills, or abilities associated with this classification.

- Plan, organize, direct, supervise, and evaluate the District's Maintenance, Operations, Transportation and Facilities (MOTF) Department under the direction of the Chief Business Official.
- Provide leadership, supervision, training, and evaluation of assigned personnel; establish departmental goals, priorities, procedures, performance standards, and expectations.
- Develop, administer, and monitor departmental and construction project budgets, expenditures, contracts, staffing, equipment, vehicles, technology, and other resources.
- Develop, implement, and update the District's Facilities Master Plan and long-range facility priorities based on enrollment, capacity, facility conditions, infrastructure, and District needs.
- Plan, coordinate, and oversee new construction, modernization, renovation, deferred maintenance, major repairs, and capital improvement projects, including project scope, design, budgets, schedules, inspections, change orders, compliance, and closeout.
- Direct the maintenance, repair, improvement, and operation of District buildings, grounds, infrastructure, equipment, and systems to ensure safe, clean, functional, accessible, and well-maintained facilities.

- Oversee the District's General Obligation Bond program, including bond-funded construction and capital improvement projects; monitor project scope, budgets, schedules, expenditures, contracts, change orders, compliance, accountability, audits, and reporting.
- Coordinate General Obligation Bond information and documentation for the Chief Business Official, Governing Board, Citizens' Bond Oversight Committee (CBOC), financial and performance audits, and other applicable accountability requirements.
- Coordinate with owner's representative/s, architects, engineers, inspectors, construction managers, contractors, consultants, legal counsel, financial advisors, regulatory agencies, and other professionals associated with District facilities and capital projects.
- Review and interpret construction plans, specifications, contracts, bids, proposals, estimates, schedules, invoices, payment applications, change orders, and other project documentation; make recommendations to the Chief Business Official.
- Coordinate with applicable agencies, including the Division of the State Architect (DSA), California Department of Education, Office of Public School Construction, local governmental agencies, and utility providers.
- Identify and assist in pursuing state, federal, local, grant, developer fee, General Obligation Bond, State Allocation Board project matching/reimbursement funds, and other funding opportunities to support District facility needs.
- Direct maintenance, custodial, and grounds operations, including preventive and deferred maintenance, work orders, facility service requests, equipment, supplies, cleanliness, landscaping, and campus appearance.
- Plan, organize, direct, and evaluate the District's pupil transportation and fleet operations, including the Transportation Plan, routing, scheduling, dispatch, field trips, transportation for students with disabilities, vehicle maintenance, and regulatory compliance.
- Oversee facility and transportation safety and compliance programs, including environmental requirements, workplace safety, hazardous materials, fire/life safety, ADA accessibility, and emergency operations.
- Coordinate Williams facility inspections, including the Facility Inspection Tool (FIT), and provide facility-related information for School Accountability Report Cards (SARC) and Comprehensive School Safety Plans as requested.
- Coordinate responses to facility, transportation, utility, equipment, weather-related, and other operational emergencies.
- Coordinate districtwide emergency and safety drills for departments in partnership with department and school administrators.
- Prepare reports, contracts, Board agenda items and presentations, requests for proposals and qualifications, budgets, project updates, schedules, presentations, and recommendations related to assigned responsibilities.
- Attend Governing Board, CBOC, and other meetings as requested and present information regarding facilities, construction, General Obligation Bonds, maintenance, operations, transportation, and related matters.
- Communicate and collaborate effectively with the Chief Business Official, Superintendent, Cabinet, Governing Board, administrators, employees, families, community members, contractors, consultants, governmental agencies, and other stakeholders.
- Maintain current knowledge of applicable federal and state laws, regulations, Education Code provisions, Public Contract Code requirements, Board policies, administrative regulations, and industry standards.
- Perform other related duties as assigned by the Chief Business Official and Superintendent.

KNOWLEDGE OF

- Principles and practices of public school maintenance, operations, transportation, facilities, construction, and public-sector administration.
- General Obligation Bond programs, capital improvement planning, construction administration, project budgeting, scheduling, cost control, accountability, and project closeout.
- Construction plans, specifications, contracts, procurement, public works bidding, change orders, and applicable California school construction requirements, including DSA processes.
- Budget preparation, fiscal management, purchasing, contract administration, and expenditure control.
- Preventive and deferred maintenance, custodial and grounds operations, facility management, pupil transportation, and fleet management.

- Applicable federal and state laws and regulations governing school facilities, construction, transportation, safety, accessibility, environmental compliance, and students with disabilities.
- Principles of personnel management, supervision, evaluation, training, leadership, and effective communication.
- Facility management, work-order, transportation, project management, and related technology systems.

ABILITY TO

- Plan, organize, direct, and evaluate comprehensive maintenance, operations, transportation, facilities, construction, and capital improvement programs.
- Provide effective leadership, supervision, training, and evaluation of assigned personnel.
- Administer and oversee General Obligation Bond-funded construction and capital improvement programs.
- Develop and monitor complex departmental, construction, facilities, transportation, and capital project budgets.
- Read and interpret construction plans, specifications, contracts, budgets, schedules, and technical documents.
- Analyze complex operational, construction, financial, facilities, and transportation issues and implement effective solutions.
- Manage multiple projects, priorities, deadlines, and emergency situations.
- Interpret and apply applicable laws, regulations, policies, procedures, contracts, and technical requirements.
- Prepare and present clear, concise reports, Board items, recommendations, project updates, and presentations.
- Communicate effectively, exercise sound judgment and confidentiality, and establish collaborative working relationships with District leadership, employees, families, community members, contractors, consultants, and governmental agencies.
- Utilize technology and management systems related to assigned responsibilities.
- Travel between District locations and respond to operational emergencies as necessary.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Construction Management, Facilities Management, Engineering, or a related field.
- Minimum of five (5) years of progressively responsible professional experience in maintenance, construction, transportation, facilities, and/or operations, preferably within a public agency, school district, or similarly complex organization.
- Minimum of five (5) years of supervisory or management experience with responsibility for personnel, programs, projects, budgets, and/or operational functions.
- General Obligation Bond experience is required, including planning, administration, coordination, management, or oversight of bond-funded construction, modernization, facilities, or capital improvement projects.

LICENSES AND OTHER REQUIREMENTS

- Valid California driver's license and ability to maintain insurability under the District's vehicle insurance requirements.
- Ability to travel between District schools, facilities, construction sites, meetings, and other work locations as required.
- Ability to respond to facilities, transportation, construction, safety, or operational emergencies outside regular business hours, as necessary.

DESIRED QUALIFICATIONS

- Master's degree in Business Administration, Public Administration, Construction Management, Engineering, Educational Leadership, Facilities Management, or a related field.
- Experience in a California public school district or public agency.
- Extensive experience with General Obligation Bond programs, including Citizens' Bond Oversight Committees, bond audits, and school construction or modernization projects.

- Knowledge and experience with California school facilities programs, Division of the State Architect (DSA) requirements, public contracting, procurement, and public works.
- Experience with facilities master planning, capital improvement planning, construction project management, and complex departmental and capital budgets.
- Bilingual and biliterate in English and Spanish.

WORKING CONDITIONS

ENVIRONMENT

Office, school site, construction site, transportation, maintenance, warehouse, grounds, and construction-site environments; indoor and outdoor work; frequent interruptions; driving between District locations; exposure to noise, dust, fumes, inclement weather, construction activities, machinery, vehicles, and other conditions associated with maintenance, transportation, facilities, and construction operations.

The position will require work during evenings, weekends, or irregular hours and response to emergencies as necessary.

PHYSICAL REQUIREMENTS

Dexterity of hands and fingers to operate a computer and assigned equipment; hearing and speaking to exchange information and make presentations; seeing to read plans, specifications, reports, and other documents and to inspect facilities and construction projects; sitting, standing, and walking for extended periods; walking over uneven surfaces and active construction sites; bending, kneeling, reaching, and climbing stairs as necessary to inspect District facilities and projects; and lifting and carrying heavy objects in the performance of assigned duties.