



For the future of every student

CLASS TITLE: DIRECTOR, MAINTENANCE & OPERATIONS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Business Services, plan, organize, control and direct Facilities, Maintenance and Operations Services activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; coordinate and direct communications, personnel, projects, and management functions to meet District needs and assure smooth and efficient Department activities; monitor operations and budget to assure services and projects are delivered in a cost-effective manner; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct Facilities, Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain Department time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Establish goals, objectives and actions plans to ensure the safe and efficient operation of department activities.

Assist with property acquisition.

Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, and other Department projects and activities.

Supervise, counsel, evaluate and motivate assigned staff; recommend hires, transfers, reassignment, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established requirements and procedures; plan, coordinate, arrange and conduct training activities for Department personnel.

Plan, organize, control and direct activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly; coordinate, direct and participate in the inspection of District buildings, grounds and facilities to identify maintenance and repair needs; assure proper and timely repair of utility, equipment and system malfunctions; direct preventative maintenance functions; coordinate and direct response to emergency custodial, grounds and maintenance needs.

Assist with project contracting; coordinate and direct operations and activities involved in the planning, scheduling, development, design and implementation of facilities construction.

Monitor, analyze and modify activities in response to the progress of cleaning, installation, maintenance, and repair and construction projects; inspect completed projects for accuracy, completeness and compliance with established plans, standards, requirements and specifications.

Provide leadership in the development and administration of District wide facilities maintenance and operations master planning; develop and implement Facilities Services, Maintenance and Operations programs, services, standards, goals, objectives, plans and strategies; prepare and implement deferred maintenance plans; advise District administrators concerning laws, codes and regulations related to planning, construction and maintenance services.

Monitor and evaluate Department activities for financial effectiveness and operational efficiency; develop and recommend policies and procedures to enhance the financial effectiveness and operational efficiency of Department operations and activities and capacity to meet District needs; direct utility and energy management and conservation programs to enhance cost-efficiency.

Coordinate and direct Facilities Services, Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State and federal agencies; direct activities to assure proper and timely resolution of Department issues and conflicts.

Assist in the development and preparation of the annual Facilities Services budget; analyze and review budgetary and financial data; direct preparation of and implement budgetary adjustments as necessary; manage and authorize expenditures in accordance with established guidelines; prepare budgets for various projects, programs and activities.

Estimate and assure adequate personnel, materials and equipment needed for planning, construction, cleaning, maintenance and repair functions; compile and prepare cost estimates; monitor and assure adequate inventory levels of equipment and supplies; coordinate and direct the purchase of equipment and supplies; assure timely processing of pay applications, contracts and change orders.

Assist in preparing and developing construction plans and specifications; coordinate construction and renovation projects.

Provide technical information and assistance to the Assistant Superintendent-Business Services regarding cleaning, maintenance, repair and construction activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to projects, planning, construction, maintenance, safety, personnel, budgets, repairs, inspections, costs, compliance and assigned activities; prepare environmental documents and assure District compliance with CEQA; assure proper completion of close out and year-end procedures.

Assist in planning, organizing and directing facilities use, management and security functions; evaluate facility and property use.

Communicate with personnel, administrators, various outside agencies and community groups to exchange information, coordinate activities and resolve issues or concerns; prepare, distribute and respond to a variety of correspondence.

Coordinate and direct pest and hazardous waste management, and environmental quality and control functions.

Attend and conduct various meetings and committees; present information and materials concerning Maintenance and Operations issues, needs, projects and activities.

Other duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.
- Management skills to analyze programs, policies and operational needs.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.
- Applicable Federal, State and local building codes, ordinances, requirements, regulations and safety precautions.
- Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition.
- Practices, procedures, standards and techniques used in construction planning and implementation.
- State School Construction Program and State Contract Compliance laws and regulations.
- California Environmental Quality Act.
- Health and safety regulations and procedures.
- Applicable laws, codes, rules, regulations, policies and procedures.
- Operation of a computer and assigned software.
- Architectural and engineering plans and specifications.
- District and department organization, operations, policies and objectives.
- Principles and practices of budget preparation and administration.
- Principles and practices of administration, supervision and training.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, control and direct maintenance and operations activities including the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment.
- Coordinate and direct communications, personnel, projects, and management functions, to meet District needs and assure smooth and efficient Department activities.
- Supervise and evaluate the performance of assigned personnel.
- Direct and participate in prioritizing and coordinating response to work orders and scheduling, developing and implementing Department projects and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Participate in the design, development and implementation of construction and renovation projects.
- Prepare, develop, submit and follow up on grant and other funding applications.
- Prepare and administer large and complex budgets.
- Estimate and assure adequate staff, material and equipment levels needed for operations and projects.
- Communicate effectively both orally and in writing.
- Prepare clear and concise administrative and financial reports, and make presentations.
- Read and interpret construction documents including blueprints, plans and specifications.
- Conduct environmental assessment of projects.
- Interpret, apply and explain laws, code, 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.
- Creatively and effectively match resources to needs.
- Meet schedules and timelines.
- Work independently with limited supervision.
- Plan and organize work.
- Direct and participate in the preparation and maintenance of a variety of reports, records and files.
- Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to a bachelor's degree in Planning, Engineering, Architecture, Business Administration or a closely related field and five years increasingly responsible experience in construction, maintenance, operations and repair of large buildings and facilities including at least three years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust, dirt, oil and grease.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to inspect projects and read a variety of materials.

Sitting or standing for extended periods of time.

Walking to inspect projects.

Climbing ladders.

HAZARDS:

Working around and with machinery having moving parts.

Chemical fumes.

Working at heights.

Approved by Personnel Commission:
Revised:

08/20/2009
01/23/2020