



## LEMOORE UNION ELEMENTARY SCHOOL DISTRICT Job Description

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**Title:** Director, Facilities, Maintenance and Operations

**Reports to:** Chief Business Official

**Department:** Facilities, Maintenance and Operations

**Classification:** Classified Management

**FLSA Status:** Exempt

**Work Year:** 12 months

**Board Approval:** April 13, 2021

**Salary Schedule:** Management/Confidential

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### **JOB SUMMARY:**

Under the supervision of the Chief Business Official, plan, organize, control and direct the operations of the Facilities, Maintenance and Operations department; oversee and facilitate the maintenance, repair and alteration of District buildings and grounds; serve as the District representative in planning and developing facilities and new construction; train, supervise and evaluate the performance of assigned personnel; and perform related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

- Plan, organize, control and direct Facilities, Maintenance and Operations department functions, maintenance of services and the implementation of new programs and processes including facilities and new construction.
- Participate in various construction planning and development activities; review specifications and make changes as needed; monitor and visit sites to inspect ongoing construction projects; supervise in-house special construction projects.
- Plan, organize, review and prioritize work orders and projects for maintenance, custodial, and grounds activities; meet with department staff and provide direction on assignments; inspect new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies; approve inspection reports and payment requests.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; provide or coordinate staff training; review monthly payroll, time sheets and leave requests; monitor staff absences; schedules substitute workers covering all shifts; assign personnel to events as needed.
- Provide technical expertise, information and assistance to the Chief Business Official regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long-and short-term programs and activities.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Manage construction contracts for new facilities and major alterations or modernization of existing facilities; ensure work is performed in accordance with specifications, timelines and budget.
- Oversee the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants; ensure compliance with regulatory actions, funding requirements, and other established policies.

- Serves as the District's Safety Officer, directs the Injury Illness Prevention Program (IIPP), and performs related duties, including comprehensive plans for safety of chemicals, pesticides, asbestos, lead, mold, indoor/outdoor air issues;
- Confer with site administrators regarding site maintenance needs; recommend changes or alternations; provide cost estimates and timelines; research new products, laws, regulations, recommend purchases, contract and planning for District-wide services.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office equipment as assigned.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned; serve as a District representative on committees.

#### **OTHER JOB-RELATED DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Knowledge of:

- Maintenance, grounds and custodial procedures and operations
- Principles and practices of administration, supervision and training.
- Budget preparation and control.
- Building codes related to facilities, construction and renovation.
- Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Funding sources and approval process.
- Building construction planning and development.
- Environmental, health and safety issues and regulations related to employees, buildings and property.

##### Ability to:

- Plan, organize and direct the operations of the Facilities, Maintenance and Operations department.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Participate in various construction planning and development activities.
- Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
- Estimate materials and labor costs.
- Operate a computer and assigned office equipment.
- Develop and enforce work and safety standards.
- Analyze situations accurately and adopt an effective course of action.

- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports, budgets, records and files related to assigned activities.
- Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:** Any combination of education and experience that could likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Bachelor's degree in business, public administration, construction management or related field.

Experience: Five (5) years of experience in K-12 education facilities, maintenance and operations including three (3) years of increasingly responsible experience in a supervisory capacity.

Licenses, Certificates and other Requirements:

- Valid California Class C driver's license.
- Asbestos Training Certificate.

## **WORKING CONDITIONS:**

Environment: Indoor/Outdoor/Office and shop environment, driving a vehicle to conduct work.

Physical Demands: The physical demands described here are representative of those that must be met by an 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 a computer keyboard, assigned tools and equipment.
- Vision 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.
- Lifting and/or carrying up to 50 pounds or more.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to potential hazards of inspecting construction sites.
- Exposure to chemicals, fumes, odors, dust, dirt, electrical wiring.
- Adverse weather conditions while driving or moving outdoors.
- Protruding or falling objects on grounds and construction sites.
- Noise from equipment operation.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

*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 responsibilities, duties and skills required of personnel so classified.*

*Lemoore Union Elementary School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under (A.D.A.) as required by law.*