

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Job Description

Title:	Director of Facilities, Maintenance & Operations	Reports to:	Chief Business Official
Department:	Facilities, Maintenance & Operations	Classification:	Management
FLSA Status:	Exempt	Work Year:	12 months
Board Approval:	November 14, 2017	Salary Schedule:	Management/Confidential

JOB SUMMARY:

Under the supervision of the Chief Business Official, serves as the Director of Facilities, Maintenance and Operations as the principal advisor to the Superintendent on matters pertaining to school facilities program, policies, and regulations and as the District's technical advisor regarding the interpretation of applicable statutes and case law. The incumbent plans and directs all construction, reconstruction, and modernization projects; coordinates related funding; and oversees the maintenance of all District facilities, warehouse and reprographic services, District mail, and custodial and grounds services. The Director functions as the District's Safety Officer.

DISTINGUISHING CHARACTERISTICS:

Incumbent performs highly specialized professional and administrative duties and is responsible for representing the District in all affairs relating to school facilities and reconstruction. Incumbent exercises a high degree of discretion and independent judgment in the performance and execution of assigned duties. Decisions made in this position significantly affect the facilities operations of the District. The Director receives administrative direction from the Superintendent and the Chief Business Official. Other responsibilities include the direction and supervision of classified staff. Duties require the functional supervision of the administrative affairs of the District as they relate to facilities management.

REQUIRED QUALIFICATIONS:

Ability to:

- Read and understand construction drawings;
- Communicate effectively with State and local officials, business and professional associates, departmental school officials, and representatives of employee organizations;
- Prepare clear, concise, grammatically correct reports, letters, and memoranda of a technical nature;
- Organize work and establish priorities;
- Give and follow verbal and written instructions;
- Establish and maintain effective working relationships with co-workers and other school officials.
- Analyze and evaluate data pertaining to attendance rezoning alternatives.
- Train, direct, supervise, and evaluate performance of employees.
- Work with standard computer operating system and software necessary for proper execution of duties.

Knowledge of:

- State laws and regulations related to the construction and re-construction of school facilities.
- Policies, regulations and procedures of the State Allocation Board, Office of Public School Construction, Division of State Architect.
- Applicable federal, state, and local laws relating to school facilities programs and finance.
- Public sector funding guidelines, rules, and regulations of specialized federal, state, and local school facilities programs.
- Methods of supervision and evaluation of employees.
- Laws and regulations relating to safety of employees, students, and the public.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Custodial cleaning standards.
- State Facilities Program.
- Grounds and Building Maintenance.
- The Williams Act.

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 or public administration or architectural design.

Experience: Three years of successful experience in public sector management of state school facilities programs and state funded programs for public agencies.

License/Certificates:

- Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Insurability by the District liability insurance carrier.
- Asbestos Training Certificate.

ESSENTIAL FUNCTIONS:

- Ensure compliance with the District maintenance work order system;
- Ensure the safe, timely and efficient completion of all assigned work orders;
- Determine the equipment and material needs of the respective operational departments;
- Maintain inventory control over all operational supplies and equipment;
- Conduct an effective preventative maintenance program;
- Plans and directs facilities operations of the District, including the coordination of administrative processes as they relate to school construction, reconstruction, modernization, and deferred maintenance;
- Supervises the facilities, grounds, and maintenance; custodial services; and warehouse and reprographic services;

- Coordinates the District's construction and modernization projects with professional consultants, contractors, and State agencies;
- Reviews District's facilities agreements and contracts to ensure legal defensibility;
- Coordinate personnel requests to meet the needs of the respective operational departments;
- Develops and monitors the departmental budget for facilities, maintenance, maintenance/operation of District Office, 5-year deferred maintenance, warehouse and reprographics, custodial, and grounds, and state school facilities programs;
- Implements Williams Act standards – maintaining school facilities in clean, safe, and good repair;
- Monitors and considers school enrollment projections as they relate to school facilities and facilities management;
- Conduct the District energy programs;
- Direct the administration of State Laws, Board Policies and Labor Contracts pertaining to respective operational departments;
- Develops, analyzes, and evaluates systems which may apply to attendance area rezoning alternatives for the District;
- Sets standards for proper use and care of classrooms;
- Serve as the District safety officer and direct the safety program;
- Conduct the District hazardous materials program;
- Supervises and evaluates assigned classified staff;
- Serves as the District's Safety Officer and performs related duties, including comprehensive plans for safety of chemicals, pesticides, asbestos, lead, mold, indoor/outdoor air issues;
- Interpret the functions of District operations to the staff, community and citizens;
- Coordinate clean campus campaigns;
- Coordinate weekly distribution of commodities to site cafeterias; and,
- Perform other related duties as directed by the District Superintendent or Chief Business Official

WORKING CONDITIONS:

Environment: Indoor and outdoor environments, including offices, warehouse, grounds, and construction zones.

Physical Abilities:

- Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
- Ability to conduct verbal conversation;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time;
- Kneel or squat for extended periods of time;
- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;

- Lift and/or carry up to 10 or more pounds frequently;
- Lift and/or carry up to 20 or more pounds occasionally;
- Lift and/or carry up to 50 or more pounds infrequently;
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
- Demonstrate manual dexterity necessary to operate a computer and other office equipment in a safe and effective manner;
- Moving on a variety of indoor and outdoor surfaces, including rough, wet, uneven terrain; and,
- Driving a motor vehicle.

Hazards: 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.

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 and reasonable accommodations are made under the Americans with Disability Act as required by law.