

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MANAGER-DISTRICT OPERATIONS DEPARTMENT

DEFINITION:

Under the direction of the Senior Director-Maintenance and Operations, plan, organize and direct the activities and operations of the Operations Department; assure District buildings and adjacent grounds are maintained in a clean, orderly and secure condition; train and evaluate the performance of assigned custodial staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize and direct inspections to ensure the maintenance and repair of school district facilities as it pertains to the custodial staff; inspect work in progress to assure proper standards and guidelines are followed; assure a safe environment for students and staff.
- Receive, review and assign work orders and material requisitions; approve or deny work orders and requisitions; estimate labor and materials costs; evaluate new materials and supplies.
- Drive a vehicle to various District sites to inspect work in progress, confer with administrators and to evaluate complex work orders.
- Coordinate and supervise construction, alteration and maintenance contract projects; direct quality assurance, inspection and testing services related to operations projects.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Provide technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Develop and prepare the annual preliminary budget for the Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and six years supervisory operations experience.

Licenses and other Requirements

- Valid California Class C driver's license.
- Must provide DMV printout within five work days of offer of employment.
- Maintain participation in CA DMV Assessment System/Automatic Pull Program.

DESIRED QUALIFICATIONS:

- Associate of Arts degree from an accredited college with a specialization in business administration with training in personnel management and supervision or equivalent combination of education and work experience related to the position.
- Three (3) years of increasingly responsible experience successfully managing a school district maintenance program.

Knowledge of:

- Management of a maintenance and operations division.
- Construction practices, equipment, methods and blueprints.
- Trades and industry standards.
- Methods, equipment and materials used in maintenance work.
- Requirements of maintaining buildings and facilities in good repair.
- Health and safety regulations and procedures.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Receive, review and assign work orders and material requisitions.
- Estimate labor and material costs.
- Accept and carry out responsibility for direction, control, and planning.
- Read and work from blueprints, sketches and drawings.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations and procedures.
- Supervise and evaluate the performance of assigned staff.
- 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.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

WORKING CONDITIONS:**Work Environment:**

- Office 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 11/7/14

Board Approved: 12/8/14

FLSA Status: Exempt

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