

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MANAGER-MAINTENANCE AND CONSTRUCTION

DEFINITION:

Under the direction of the Senior Director-Maintenance and Operations, organize and direct operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment; coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize and direct operations and activities involved in the general maintenance and repair of designated buildings, facilities and equipment; assist in assuring related activities comply with established laws, codes, rules, regulations, policies and procedures.
- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities; confer with staff regarding maintenance and repair needs, projects and work order status; assure proper and timely resolution of maintenance and repair issues.
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures.
- Monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established work orders and specifications; review reports and work orders to determine material, labor, equipment and time requirements.
- Coordinate activities to assure facilities are maintained in a safe condition; receive, process and prioritize work orders; oversee preventative maintenance functions; coordinate response to emergency maintenance and repair needs.
- Participate in the development and implementation of major maintenance projects; coordinate projects with vendors and outside contractors; review work of outside contractors to assure compliance with established standards, contracts and specifications.
- Prepare and distribute a variety of correspondence in the coordination of maintenance and repair activities; assist with the preparation of contract specifications as requested; review, interpret and recommend changes to project plans, blueprints and specifications.
- Serve as a technical resource to personnel concerning maintenance and repair operations, projects and activities; respond to inquiries and provide detailed and technical information regarding related laws, codes, regulations, policies and procedures.
- Prepare and maintain a variety of reports, records and files related to work orders, projects, financial activity, inventory, inspections, personnel, attendance and assigned duties.
- Communicate with personnel, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.
- Drive a vehicle to conduct work.
- Monitor and assure adequate levels of maintenance and repair equipment and supplies; coordinate the purchase of equipment and supplies as appropriate; prepare purchase requisitions and process invoices.
- 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 four years increasingly responsible experience performing general maintenance and repair activities including some project management 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.

Knowledge of:

- Organization and direction of operations and activities involved in the general maintenance and repair of buildings, facilities and equipment.
- Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
- Requirements of maintaining buildings, facilities and equipment in good repair.
- Applicable building codes, ordinances, requirements, regulations and safety precautions.
- Inventory practices and procedures.
- Requirements of maintaining buildings in a safe condition.
- Policies and objectives of assigned programs and activities.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Technical aspects of field of specialty.

Ability to:

- Coordinate personnel, communications and information to meet organizational needs and assure smooth and efficient activities.
- Train and evaluate the performance of assigned personnel.
- Inspect projects for accuracy, completeness and compliance with established specifications.
- Estimate material, labor, equipment and time requirements.
- Monitor and assure adequate levels of maintenance and repair equipment and supplies.
- 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.
- Determine appropriate action within clearly defined guidelines.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare records and reports related to assigned activities.

WORKING CONDITIONS:

Work Environment:

- Indoor and outdoor work 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.
- 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.

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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