

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SENIOR DIRECTOR-MAINTENANCE AND OPERATIONS

DEFINITION:

Under the direction of the Associate Superintendent, Business Services, plan, organize, control and direct maintenance, groundskeeping and custodial operations, activities and related services; coordinate flow of communications between administrators, personnel and outside organizations; train and supervise the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct maintenance, groundskeeping and custodial operations, activities and related services; develop and implement programs for preventive maintenance.
- 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.
- Communicate with other administrators, personnel and outside organizations to coordinate work, construction, supply, equipment and personnel requirements, resolve issues and conflicts, and exchange information; provide recommendations concerning equipment, materials, personnel, policies and procedures.
- Collaborate with the development of funding applications for construction and modernization projects.
- Provide technical expertise, information and assistance to the administrator regarding groundskeeping, maintenance and custodial activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the administrator of unusual trends or problems and recommend appropriate corrective action.
- Plan, organize and implement long and short-term programs and activities designed to enhance groundskeeping, maintenance and custodial programs and services; receive and review requests for alterations, remodeling and other projects.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel.
- Develop and prepare the annual preliminary budget for the Maintenance and Operations Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Drive a vehicle to conduct work.
- 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: Master's degree in engineering, business administration or related field and five years administrative experience within a maintenance, construction or operations setting.

Licenses and other Requirements

- Board-licensed professional engineer, architect or equivalent credential.
- 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:

- Planning, organization and direction of maintenance, grounds and custodial activities.
- Methods, materials, tools and terminology used in construction, maintenance, groundskeeping and custodial activities.
- Principles, techniques, standards and equipment used in construction and surveying.
- Software pertaining to drafting, design and construction and energy management.
- Cost estimates and specifications.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Supervise the performance of assigned personnel.
- Coordinate flow of communications between administrators, personnel and outside organizations.
- Estimate time and material needs for major maintenance, groundskeeping and custodial projects.
- Communicate effectively both orally and in writing.
- Compute building square footages and related calculations.
- 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.
- Direct the maintenance of a variety of reports and files related to assigned activities.

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.
- Seeing to inspect facilities and read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.

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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