

MODESTO CITY SCHOOLS

Job Description

JC# 10072

SENIOR DIRECTOR, MAINTENANCE, OPERATIONS & TRANSPORTATION

OVERALL RESPONSIBILITY

Under general direction, provide leadership and management responsibility in the areas of facilities design, construction, modernization, temporary housing; direct and coordinate custodial, facilities and the maintenance operations of the District.

SPECIFIC RESPONSIBILITIES

1. Develop, implement and manage the construction programs and associated contracts for school district facilities. *E*
2. Direct the work of design professionals in developing construction plans that meet District needs and budget. *E*
3. Act as a liaison between departments/site staff and design professionals to develop educational specifications for construction and modernization projects. *E*
4. Direct the preparation of construction documents, including review of plans, specifications and cost estimates to ensure accuracy and that the District's goals are met. *E*
5. In cooperation with the Manager, Fiscal Support Services, develop and monitor project budgets. *E*
6. Assist with the development of funding applications for construction and modernization projects. *E*
7. Manage construction projects to ensure plans are properly implemented, projects remain on schedule and within budget, and manage all requests for information, change orders and pay requests. *E*
8. Work with various departments to develop appropriate technical standards and specifications for inclusion in construction, modernization and maintenance projects. *E*
9. Select and oversee the work of Division of State Architect project inspectors. *E*
10. Maintain accurate written records of construction projects during all stages of the construction program, from design concept through close-out and warranty implementation. *E*
11. Provide for and maintain a priority list of maintenance and repair projects. *E*
12. Coordinate with appropriate parties for preventative maintenance programs. *E*
13. Review productivity data and schedule planned and emergency work in accordance with District priorities. *E*
14. Oversee the student transportation program and the maintenance of the District fleet. *E*
15. Assist school principals and supervisors in the selection and evaluation of maintenance and operations personnel.
16. Implement and maintain effective cost control and effective measures to insure maximum yield from personnel, financial and material resources. *E*
17. Develop standards, implement and direct work pertaining to security and surveillance. *E*
18. Review department staffing, work load and material requirements, and submit requests and justifications appropriate to establish timelines and priorities. *E*

SENIOR DIRECTOR, MAINTENANCE, OPERATIONS & TRANSPORTATION (continued)

SPECIFIC RESPONSIBILITIES (continued)

19. Develop standards, implement and direct work in adherence of State, County and Federal codes pertaining to employee and environmental safety and protection. *E*
20. Develop and enforce appropriate Board Policies and Administrative Regulations in areas of responsibility. *E*
21. Assist in the selection, orientation, supervision and evaluation of subordinate personnel. *E*
22. Effectively communicate and maintain cooperative relationships with those contacted in the course of work. *E*
23. Perform other related duties as assigned.

E = Essential Function

WORK YEAR

Approved days as specified on the Management Salary Schedule

SALARY

Management Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of project and construction management.
- Knowledge of and ability to administer construction contracts, prebid and bid awards procedures.
- Knowledge of and ability to apply modern business methods and techniques.
- Knowledge of and ability to apply effective supervision techniques.
- Knowledge of state and federal laws and codes related to construction.
- Ability to organize and direct the activities of a large department.
- Ability to communicate and maintain cooperative relationships with construction industry representatives, architects, professional educators and administrators, officials representing various governmental agencies, and the general public.
- Knowledge of and ability to apply management, budgeting and contract administration principles and practices.
- Knowledge of and ability to plan, organize and direct the work activities of a large work force.
- Knowledge of and ability to apply problem solving processes and techniques.
- Knowledge of methods, practices, tools, equipment and materials used in the care and maintenance and repair of buildings, furniture and equipment.
- Ability to understand and implement complex oral and written instructions given in English.
- Ability to compose clear, complete and concise correspondence and reports using correct grammar, syntax, punctuation and spelling.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

Experience

Minimum Requirement:

- Three (3) years of experience in position(s) of increasing management responsibility and/or supervisory experience in maintenance, construction, architecture, engineering and/or construction design.

SENIOR DIRECTOR, MAINTENANCE, OPERATIONS & TRANSPORTATION (continued)

QUALIFICATIONS (continued)

Experience (continued):

Desirable Qualification:

Five (5) years of successful experience in position(s) with increasing management responsibility and/or supervisory experience in the area of maintenance, operations and school construction.

Education

Minimum Requirement:

Any combination of training/education and experience equivalent to completion of four (4) years of college, in the areas of maintenance, operations and school construction.

Desirable Qualification:

Four (4) year degree from an accredited college/university in areas related to the position.
Board-Licensed professional engineer and/or architect.

License/Certificate

Minimum Requirement:

Valid California Drivers License.

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents and relate the spatial distances between objects.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to reach horizontally and vertically with arms.

Sufficient physical ability, strength, balance, mobility, and stamina to climb stairs, sit for extended periods of time, and stand for extended periods of time.

Sufficient lower body strength, stamina and mobility to walk, stoop, and bend.

REPORTS TO

Associate Superintendent, Business Services or designee

Cabinet Approved: 7/25/22

Board Approved: 8/15/22