

JOB TITLE: *MAINTENANCE & OPERATIONS MANAGER (Management)*

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under general direction of the Superintendent and with input from site administration, plans, coordinates and supervises the operations functions of the District maintenance services. All members of our staff are part of our learning community and, as such, share responsibility for the education and wellbeing of our students.

SUPERVISOR: Superintendent or designee

TYPICAL DUTIES:

1. Supervises, coordinates and inspects work performed by custodians and general maintenance workers.
2. In coordination with Superintendent or designee, regularly (at least once annually, more frequently for probationary employees) evaluates maintenance personnel including all mechanic positions.
3. Fields parent, staff or community-originated inquiries/complaints made via phone call, in person, or in writing as District liaison and representative; responds to any requests for information about maintenance services; reports to Superintendent/designee on regular basis regarding how these matters are resolved and/or what is pending; provides direction to custodians and other maintenance employees about what to do and how to respond when they receive first-hand complaints/inquiries; logs and tracks all such information in efficient, organized fashion.
4. Works with Site/District administration to develop appropriate work schedules (both during instruction and non-instructional periods), annual calendars, vacation approvals.
5. Determines which jobs may be performed by a staff custodian and/or maintenance worker and those which must be performed by outside contractors; advises Superintendent of same; via the site principal, requests assistance from the Superintendent on special jobs that cannot be handled locally through the Maintenance Work Order Request process.
6. Recommends for purchase, orders and maintains supplies, equipment and materials; maintains the inventory of District tools, equipment and materials; monitors inventories so that adequate supplies are maintained.
7. Requisitions materials as needed and assists in estimating materials, equipment and work force needed for projects.
8. Assumes responsibility for the cleanliness and safe condition of all site buildings.
9. Provides interpretations of a variety of policies, procedures, rules, regulations and contracts.
10. Develops and maintains work performance and safety standards for staff.
11. Projects budget, equipment and personnel requirements and makes recommendations for general building maintenance needs.

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12. Available to answer emergency calls at any time and take appropriate action.
13. Is a member of the District Leadership Team for all District maintenance matters.
14. Participates in work planning and scheduling meetings to establish work priorities.
15. Develops plans, schedules and executes repairs for on-going and long-range maintenance, including all District owned vehicles. Coordinates with Transportation Manager for all student transport vehicle maintenance and repairs.
16. Coordinates District Safety Programs including, but not limited to, mandated costs, Safe Schools, and Worker's Compensation and OSHA in coordination with the Santa Cruz-San Benito County Schools Insurance Group.
17. Performs "hands-on" maintenance work as required.
18. Oversees and assists Superintendent with new construction and renovation projects.
19. Performs other related duties, as required or assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Provisions of the Education Code and California Administration Code relating to maintenance.
- Safety procedures and practices relating to maintenance.
- All phases of building maintenance and repair.
- Methods, materials, tools and terminology used in the building trades.
- Supervision of employees.

Ability to:

- Establish and maintain effective working relationships with staff, students, parents, and community groups.
- Supervise, instruct, and evaluate employees.
- Express ideas effectively verbally and in writing.
- Interpret and implement District policy and bargaining unit contracts.
- Allocate resources and participate in budget development.
- Analyze situation and develop appropriate recommendations.
- Establish and maintain a record management system.
- Accurately interpret architectural drawings, blueprints and schematics.
- Respond to emergency calls at night or on weekends.

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EXPERIENCE:

- Extensive and progressively responsible experience in building maintenance.
- Experience with supervision of employees.

EDUCATION:

High School diploma or equivalent.

Licenses and Certificates: Possession of a valid California Driver's License.

MEDICAL CATEGORY

Physical requirements for position, with or without the use of aids:

- Sufficient vision to read printed material.
- Sufficient hearing to conduct conversations in person and by telephone.
- Sufficient physical mobility to move about the District and drive a car.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and in addressing groups.
- Sufficient dexterity to write and operate telephone.