

DIRECTOR OF MAINTENANCE AND OPERATIONS

CLASSIFICATION: Supervisory

JOB SUMMARY: Under the general direction of the superintendent or designee, plans, organizes, coordinates and supervises all major maintenance, custodial, and grounds keeping operations of the District. Coordinates new construction and renovation projects; directs District safety and hazardous waste programs; directs District energy programs and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Specialized skill and knowledge in carpentry as well as a wide range of standard electrical and plumbing duties in the installation, repair and maintenance of District facilities
- Supervise and evaluate the performance of District Operations Coordinator and all custodial/maintenance staff
- Formulates District operating procedures and practices
- Maintains an appropriate system of records for the District's maintenance and operations department
- Prepare reports suitable for presentation to the Board of Education
- Organizes and coordinates work schedules for all District maintenance personnel; reviews work schedules of operations personnel
- Plans various projects and estimates labor and material costs
- Inspects to see that work is carried out in a proper and timely fashion
- Coordinates the training of new employees
- Coordinates contracted services including the development of specifications and formal bid packages
- Purchases District maintenance supplies and equipment
- Oversees recordkeeping of purchases and requisitions; audits records of purchases and requisitions for compliance with OSHA regulations and material safety data sheets
- Develops and maintains the maintenance/operations budget in conjunction with site principals
- Participates in the hiring and disciplinary process
- Participates in "hands-on" maintenance/grounds/custodian work as needed to keep all facilities safe, orderly and clean
- Investigates accidents and writes reports
- Plans, coordinates and supervises major or emergency District projects using maintenance and operations staff
- Develops State applications and justification documents for new construction, renovation projects, and deferred maintenance plans
- Acts as District representative when working with architectural firms, general contractors and building inspectors

- Directs District-wide safety, arson, asbestos, integrated pest management, district motor vehicle and equipment maintenance, and hazardous waste programs; supervises compliance with Federal and State regulations including report requirements
- Acts as designated employee for the Asbestos Hazard Emergency Response Act; oversees all asbestos abatement/removal projects and acts as LEA designee for compliance with AHERA regulations
- Acts as District representative for any coordinated agreement in maintenance and operations with other districts or agencies

OTHER FUNCTIONS:

- Directs District-wide energy conservation programs
- Other duties as assigned by the Superintendent or designee

EMPLOYMENT STANDARDS:

Training and Experience: Knowledge of modern methods, tools, equipment and supplies used in building and grounds maintenance and operations; scheduling and supervision of personnel; requisition and purchasing practices and record keeping methods.

Five (5) years of building maintenance and grounds experience, two (2) years of which were in a supervisory capacity in the areas maintenance and operations.

Abilities: Ability to: organize large scale projects; establish and maintain cooperative working relationships with other District personnel as well as with agencies and organizations; receive and give oral and written instructions; supervise District employees; complete statistical and other reports/applications as mandated by law or required by District in the area of maintenance, operations, and safety programs.

Physical Effort/Working Environment: Indoor and outdoor work environment during all seasons. Moderate to heavy physical effort; perform strenuous work; lift/move up to sixty (60) pounds. A pre-placement physical examination may be required.

Licenses and Certifications: Possession of a valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations.

Education: Completion of the twelfth grade, or equivalent.

West Sonoma County Union High School District
 Supervisory Salary Schedule
 8 hrs per day, 12 months per year
 Approved: 1989
 Revised: 1/22/2014