

CENTRAL SCHOOL DISTRICT

Job Title: Director of Maintenance & Operations

Occupational Group: Management

Reports to: Assistant Superintendent of Business Services

Date of Board Approval: 10/20/2005

Work Year: 12 months

DEFINITION

Under the general supervision of the Assistant Superintendent, Business Services, plans, organizes, coordinates and supervises the functions and activities of the District Maintenance, and Grounds departments in order to create safe and attractive buildings and grounds to support the education of the district's students; serves as the District designated person responsible for the Asbestos Management Program; and performs other related duties as required.

QUALIFICATIONS

Education/Certification:

- Desired - Graduation from a college with a B.A. or B.S. degree specializing in Business Management or Business Administration or a closely related field.
- Required - Valid California Drivers License and safe driving record.
- Required - Asbestos building inspectors certificate must be obtained within one year of employment and thereafter kept current
- Required - Certified Playground Safety Inspector (CPSI) must be obtained within one year of employment and thereafter kept current
- Required - CPR certification must be obtained within six (6) months of employment and thereafter kept current

Experience:

- The equivalent of three years of experience in the maintenance, repair or construction of buildings and/or grounds, including demonstrated leadership and management abilities.

Knowledge and Abilities:

Knowledge of:

Principals of effective organization and management; budget development and control; techniques for developing work standards and organizing and scheduling of maintenance and grounds work; supervision and evaluation techniques; requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition; CAL/OSHA requirements for safe and compliant work place; working methods and procedures used in the building trades; materials, principals and equipment of custodial, grounds and maintenance operations; HVAC systems and related Energy Management Systems; Laws and regulations regarding hazardous waste material.

Ability to:

Plan, organize and evaluate the work involved in maintaining school buildings and grounds; plan, coordinate and direct the work of others effectively; develop high morale and enthusiasm in maintenance and grounds workers; help others see the value and contribution of their work to the

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Knowledge and Abilities:

Ability to (continued):

education of our students; plan, prepare and control the maintenance and grounds budgets; keep accurate records and make timely reports; utilize computer and other modern technology; prepare and interpret plans and specifications; read blueprints; estimate costs of school construction and maintenance work; interpret and implement legal mandates, rules, regulations and District policies as well as those policies pertaining to maintenance, groundskeeping and custodial functions and asbestos management; understand and carryout oral and written directions with minimal accountability controls; establish and maintain cooperative and effective working relationships with those contacted in the course of the workday; provide positive customer service.

ESSENTIAL – Essential duties include, but are not limited to, the following:

1. Plan, organize and supervise the maintenance, grounds keeping operations of the District.
2. Provide leadership and direct supervision for maintenance and grounds keeping personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts.
3. Conduct inspections of school buildings and make recommendations for alleviating safety and fire hazards.
4. Meet with school officials, staff, parents, and community members regarding concerns with the maintenance or cleanliness of district buildings and grounds.
5. Prepare and review cost estimates of construction, alterations, modernization, and other maintenance work.
6. Review bids and work-in-progress with architects on district facility projects.
7. Evaluate maintenance and grounds keeping personnel; recommend personnel action for employment, transfer, promotion and dismissal of maintenance and grounds keeping personnel.
8. Devise and conduct in-service training programs and staff development for maintenance, grounds keeping and custodial personnel.
9. Provide technical advice and assistance to District administrators.
10. Establish work schedules and make general work assignments for maintenance and grounds keeping personnel.
11. Review and oversee processing of requests for maintenance and grounds work orders and ensure they are completed in a timely manner.
12. Requisition supplies, materials and equipment.
13. Keep records and make timely reports.
14. Maintain long-term records of architectural plans and as-builts in a safe organized manner.
15. Attend meetings as required.
16. Develop long-range plans for district maintenance, grounds keeping and housekeeping.
17. Assist in facilities planning for new construction and modernization.
18. Assist in planning for portable school housing.
19. Plan and schedule preventative maintenance programs.
20. Maintain liaison with State, County and local inspectors regarding safety and health issues to ensure a safe condition in and around schools and buildings.
21. Initiate contracts.
22. Inspect and monitor the progress of contracted projects.

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ESSENTIAL DUTIES (continued):

23. Determine and recommend economical repair and/or replacement of equipment.
24. Supervise inventories.
25. Recommend and implement energy management procedures to reduce energy consumption.
26. Coordinate the Integrated Pest Management Program (IPM).
27. Prepare specifications for bid projects.
28. Manage Districts deferred maintenance program.
29. Maintain competency in all aspect of playground safety.

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.

Ability to pass Pre-Placement Physical

WORKING CONDITIONS

Subject to driving to off-site locations to conduct work; may be exposed to a variety of environmental conditions; office environment subject to constant interruptions; may be exposed to communicable diseases and anti-social behavior; access roofs from ladders; position requires on-call status after hours and weekends.

PHYSICAL ABILITIES

Performing the duties of this job, employees are required to see, talk, walk, listen, sit, stand, bend, reach, lift, push, pull, reach overhead, kneel, squat, and climb stairs and ladders.

OTHER REQUIREMENTS

Must provide, at own expense, a car and a cellular phone for use during the day and in the event of an emergency.