

**DIRECTOR OF MAINTENANCE, OPERATIONS, TRANSPORTATION AND FACILITIES****Purpose Statement**

The job of Director - Maintenance/Operations/Transportation and Facilities is done for the purpose/s of directing the maintenance department, repair and cleaning school facilities; coordinating and directing new construction and modernization of existing facilities; overseeing custodial services and grounds maintenance; planning, organizing and directing the functions and activities of the student transportation program; providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as a member of the leadership team.

This job reports to Assistant Superintendent of Business

**Essential Functions**

- Analyzes and plans the use of labor and funds as well as quantity and quality standards for work in the division for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations are within budget.
- Attends variety of meetings, workshops and conferences; and serves on committees as needed for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel (e.g., other administrators, auditors, public agencies, community members, etc.) for the purpose of implementing and/or maintaining services and programs.
- Develops short and long-range project specifications and plans (e.g. project descriptions and specifications for architects and maintenance personnel, acquisition and construction of new sites, District facilities modernization, reconstruction or relocation of existing facilities, etc.) for the purpose of maintaining planning and implementation of all aspects of facilities, construction and modernization, and reviewing and evaluating project schedules and progress for determining actions necessary to resolve problems.
- Directs all department assigned supervisory personnel for the purpose of ensuring their department and individual performance objectives are met; and maintaining effectiveness, efficiency and productivity of the departments.
- Estimates labor and material costs of repair and construction projects (e.g., investigates, tests, etc.) for the purpose of recommending acquisition of needed equipment and materials, developing a replacement schedule for obsolete equipment while ensuring timely completion of projects in compliance with policies and regulations.
- Facilitates and organizes personnel orientation and in-service training programs for assigned departments for the purpose of complying with district, state and federal regulations,

identifying needs and issues, developing recommendations, supporting other staff, and serving as a District representative.

- Inspects new construction, repair work, projects, equipment, work orders, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently, specifications are within regulatory requirements and approving inspection reports and payment requests.
- Investigates accidents involving school buses and district owned vehicles for the purpose of making recommendations according to district procedures and established guidelines.
- Maintains a variety of files, documents and/or records for all programs assigned and ensuring appropriate systems and procedures are developed and maintained for the purpose of providing up-to- date reference, documenting activities, providing written information, and complying with mandated requirements.
- Organizes and supervises, monitoring and auditing the functions of the transportation department (e.g., bus routing and pupil transportation scheduling, inspection, maintenance and repair of pupil transportation and other motorized equipment, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements while ensuring adherence to a cost-effective operation.
- Oversees maintenance, operations, transportation, and facilities operations for the purpose of ensuring the smooth operation of District services.
- Performs personnel functions (e.g., interviewing, evaluating, supervising, recommending new hires, recommending terminations and transfers, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Plans and directs department operations, the facility maintenance, and cleaning and repair program for the purpose of implementing a preventive maintenance program and providing services within established timeframes in compliance with related requirements.
- Prepares a wide variety of written materials and reports for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares and implements budget allocations, expenditures, fund balances and related financial activities for assigned departments for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits, and/or fiscal practices are followed.
- Presents oral reports to District staff and other governmental agencies on District facilities planning, engineering and construction for the purpose of providing information and ensuring district compliance with established guidelines.
- Researches a wide variety of work-related topics (e.g., new products, laws, regulations, etc.) for the purpose of remaining current in the field, recommending purchases, contracts and maintaining district wide services.
- Responds to inquiries for the purpose of providing information and/or direction.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects and programs; overseeing program financial activities; developing effective working relationships; preparing and maintaining accurate records; and administering personnel policies and procedures.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; principles of budget preparation and control including California Occupational Safety and Health Administration (CAL OSHA); personnel processes; standard business practices; methods, practices, materials and equipment utilized in construction; and principles of organization, management and supervision.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; preparing schedules; meeting deadlines and schedules; setting priorities; working with multiple projects, frequent interruptions, and changing work priorities; working with detailed information/data and maintaining accurate records; maintaining confidentiality; and facilitating communication between persons with frequently divergent positions.

### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Three years of experience in a supervisory capacity with emphasis in the construction, repair, and maintenance of large buildings as well as transportation.

**Education (Minimum):** High School diploma or equivalent. Bachelors degree in job-related area. Certificate and/or Trade License in job-related areas is highly desired.

**Required Testing**

None Specified

**Continuing Educ. / Training**

None Specified

**Certificates and Licenses**

None Specified

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*