



Classified Management Job Class Description

Equal Employment
Opportunity

DIRECTOR OF MAINTENANCE & OPERATIONS

DEPARTMENT/SITE:
MAINTENANCE & OPERATIONS

REPORTS TO:
**ASSISTANT SUPERINTENDENT OF OPERATIONS OR OTHER
ASSIGNED ADMINISTRATOR**

MANAGEMENT (GROUP 02)
RANGE 01
WORK YEAR: 12 Months

DATE CURRENT JOB DESCRIPTION

APPROVED:

Board of Trustees effective: 6/20/2024

JOB GOAL/PURPOSE:

The Director of Maintenance and Operations plans, organizes, and directs the maintenance, alteration, repair, and cleaning of school facilities, oversees grounds and maintenance work to be performed by maintenance and operations, and custodial personnel, and supervises, coordinates, and evaluates assigned personnel. Under the direction of the Assistant Superintendent of Administrative Operations, the Director of Maintenance and Operations will take action to ensure that capital projects, maintenance, operations, and facilities mission and goals of the district are realized.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Develop and maintain a 5, 10, and 20-year maintenance plan.
- Assign and recommend maintenance and grounds contracts for services not provided by District personnel; estimate material and labor costs.
- Maintain school facilities in clean, safe, and good condition; supervise and/or perform repairs on various district equipment and facilities as needed.
- Develop, administer, and monitor the departmental budget, including making forecasts and recommendations.
- Coordinate all public use of school site fields and facilities.
- Interview, select, assign work to, evaluate, and supervise district Maintenance and Custodial personnel.
- Train and conduct in-service sessions for departmental personnel as necessary or required.
- Perform onsite inspections of district buildings and grounds to determine needed and preventive repairs and services.
- Determine work priorities and procedures; assign appropriate personnel to complete projects.
- Confer with and advise district administrators regarding maintenance repairs, new equipment, and safety standards.
- Inspect completed maintenance and grounds projects for compliance with departmental standards, requirements, and contract compliance.

- Coordinate with all district departments regarding facilities, programs, and maintenance; plan, coordinate, and organize District facilities needs and requirements; coordinate various committees and their work.
- Responsible for tracking the district's maintenance, repair records, and inventory.
- Coordinate with the Assistant Superintendent of Administrative Operations to plan, manage, and support construction and reconstruction projects and related funding; serve as a district representative in planning and developing facilities, new construction, and modernization; secure related approvals for school construction.
- Interpret, modify, and disseminate laws, regulations, and practices governing the construction and repair of school buildings, as well as the requirements for maintaining school buildings, grounds, and equipment in a safe, clean, healthy, and orderly condition.
- Coordinate contracts, project schedules, and work activities with outside contractors, vendors, and professional service providers as required; coordinate planned electrical outages.
- Process and expedite all local, county, and state permits, forms, licenses, policies, and programs.
- Inform and coordinate district transportation needs for study trips, special events, etc.
- Prepare reports, attend meetings and workshops, and make presentations as necessary.
- Identify, analyze, and present alternative solutions to solving problems with recommendations.
- Generate records, reports, and other communications with governmental agencies, school personnel, commercial vendors, students, and the general public.
- Support safety and disaster preparedness plans, districtwide and site-specific. Participate and lead safety teams and workgroups and identify, procure, and track safety and emergency supplies. Responsible for the implementation of the district-wide recycling program, stormwater management, and safe use and training related to the use of chemicals and pesticides.
- Responsible for district security coverage and coordination; address building, grounds, and equipment safety issues.
- Develop and sustain relationships with the city and other local governmental agencies.
- Responds to emergency situations as necessary.
- Perform other functions, duties, and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

Knowledge of:

- Board policies, administrative regulations, practices, laws, and safety rules related to the repair of public school buildings and grounds.
- District Strategic Plan Goals and Long Range Facilities Master Plan goals and guiding principles.
- District positions, programs and procedures, and best practices.
- Modern sustainability practices and regulations.
- Management principles and practices including budget development and control and administration theories, techniques, and methods of maintenance, custodial program management.
- All related capital programs laws and regulations (e.g., CDE, DSA, DTSC, OPSC, CEQA, LCAP, LCEFF).
- Delivery and construction methods; building codes, school district regulating agencies; contract law; sustainability and green school design; asset management and documentation.
- Principles of staff training, safety, security, supervision, and performance evaluation.
- Cost estimates for district-level building and remodeling projects.
- Computer software, including email, word processing, spreadsheets, and databases.

- Effective communication techniques using tact and professionalism.
- Health and safety regulations.
- Safe driving and vehicle maintenance procedures.

Ability to:

- Read, interpret, and work from drawings and blueprints.
- Process and expedite all local, county, and state permits, forms, licenses, policies, and programs (AHERA, Energy Conservation, Disaster Preparedness, Hazardous Materials, Bureau of Automotive Repair).
- Estimate material and labor costs.
- Establish, direct, and control a diverse maintenance and operations work program.
- Generate records, reports, and other communications with governmental agencies, school personnel, commercial vendors, students, and the general public.
- Interpret, modify, and disseminate laws, regulations, and practices governing the construction and repair of school buildings.
- Communicate effectively orally, in writing, and through presentations
- Work as a team member with other district staff and outside agencies.
- Work effectively under pressure and make decisions at the appropriate level under the district's decision-making model.

EDUCATION PREFERRED:

Bachelor's Degree (preferred in Engineering, Project Management, or related field.)

EXPERIENCE REQUIRED:

Five years of increasingly responsible experience in maintenance, operations, custodial services, grounds, facilities, or related fields, including at least three years in a supervisory capacity.

LICENSE(S) REQUIRED:

Valid California Motor Vehicle Operator's License and eligible to drive District vehicles; current DMV clean driving record report.

CERTIFICATIONS AND TESTING REQUIRED:

- Department of Justice fingerprint clearance.
- Current negative TB test.
- Pre-employment physical.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The work environment includes, but is not limited to, the following: warehouse, school environment, offices, classrooms, playground, assembly rooms, and office environment, which is frequently interrupted and has intermittent noise.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Job duties sometimes require prolonged, heavy physical labor and physical demands for strength and endurance.
- Some job duties require sitting or standing for extended periods, kneeling,

bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files.

- Lift objects such as boxes containing documents weighing up to 50 pounds
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare, and review various materials.
- Potential for contact with blood, other body fluids, blood-borne pathogens and communicable diseases, chemicals, solvents, antiseptics and disinfectants, and biomedical waste/hazards.
- Working at heights.
- Working with traffic noise from equipment operation.
- Potential for exposure to fumes, dust, and odors.