



**DIRECTOR OF MAINTENANCE, OPERATIONS, AND
TRANSPORTATION
CLASSIFIED MANAGEMENT**

BASIC FUNCTION:

Under the general direction of the Associate Superintendent, plans, organizes, directs and administers the maintenance, operations, and transportation functions of the District; ensures efficient and cost-effective departmental operations; supervises and evaluates the performance of assigned personnel. Directs, manages and administers District facility projects and ongoing maintenance needs; administers State mandated programs such as the Pesticide Management Program, storm water pollution prevention plan, and compliance with the Williams Act; performs general maintenance duties; inspects buildings and equipment on a regular schedule to determine maintenance needs; keeps administrators informed as to the status of projects and facility needs; and performs other related duties and responsibilities.

DISTINGUISHING CHARACTERISTICS:

Incumbent has a broad working knowledge of trades such as electrical, plumbing, carpentry, HVAC, sprinkler installation, and landscape maintenance; performs maintenance tasks as needed. Excellent supervisory and accountability skills and the drive to create a proactive maintenance department are required.

REPRESENTATIVE DUTIES:

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.

ESSENTIAL DUTIES:

Plans, organizes, directs and administers the comprehensive facility maintenance/management plan, including compliance with all applicable federal, state, county, and local laws, rules and regulations.

Organizes, coordinates and directs activities related to facility maintenance, operations, and transportation functions to ensure safety, effective communications, efficient use of equipment and supplies, and appropriate appearance and condition of District buildings, grounds and vehicles.

Confers with and directs maintenance, grounds, and transportation personnel regarding methods and procedures of work, supplies and equipment requirements; operational problems and conflicts.

Assists lead and other department personnel to solve existing problems and to determine future requirements of personnel, procurement of materials and other department supplies.

Provides leadership and training as needed, including the performance of maintenance tasks/repairs as needed.

Confers with District officials regarding departmental issues and District facilities.

Prepares and administers the departmental budget; monitors and controls expenditures in accordance with established fiscal policies; researches, selects and purchases equipment and supplies within established limitations as necessary.



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Reviews all applicable payroll data and invoices for payment processing.

Communicates effectively and regularly with District personnel, regulatory agencies, architects, contractors, vendors and others regarding MOT services.

Supervises and evaluates the performance of assigned personnel.

Schedules, assigns and inspects work.

Schedules and arranges training as needed.

Analyzes staffing requirements and makes recommendations.

Develops and implements short and long-range plans and programs related to District facilities, vehicles and equipment maintenance.

Plans, organizes and administers the district-wide energy savings plans and site energy management systems.

Analyzes and modifies work methods and procedures to increase efficiency and cost-effectiveness.

Reviews, prioritizes, and assigns work orders received from sites and departments.

Interacts with the Fire Marshall, insurance carrier, and safety inspector as it relates to inspection and compliance reporting; ensures that all items requiring repair or improvement are expeditiously corrected.

Conducts regular meetings with department personnel; attends and conducts a variety of meetings, conferences and training sessions related to assigned functions.

Coordinates with State agencies including but not limited to the Department of State Architecture (DSA), the Office of Public School Construction (OPSC), Department of Toxic Substance Control (DTSC), Department of Oil, Gas and Geothermal Resources (DOGGER) on environmental issues.

Researches, compiles, analyzes and interprets technical data related to large-scale maintenance and operations projects; analyzes project plans and makes recommendations concerning District facility projects to be performed by outside firms.

Estimates costs for labor and materials; assists as needed in the preparation of bid specifications.

Ensures compliance with a variety of health and safety regulations as it relates to equipment operation, and toxic waste management.

Directs the maintenance and repair of department vehicles and equipment; plans, organizes and directs use of District vehicles in a safe and economical way.

Prepares and maintains required records, reports, files, and lists as necessary.



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OTHER DUTIES:

Performs related duties as assigned.
Assists Principals with training and evaluation of custodial staff;
Recommends appropriate action to be taken in respect to evaluation of custodial staff.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Laws, regulations, codes, and requirements regarding facility maintenance, operations and transportation requirements for public school districts;
Deferred maintenance regulations, procedures and requirements;
Pesticide management;
Public bid processes;
State environmental regulations;
Methods, practices, equipment and supplies used in automotive maintenance;
Energy saving methods;
Cleaning materials, solutions, equipment and tools;
OSHA regulations, health and safety regulations and practices; including hazardous chemicals and waste disposal methods;
Methods, practices, terminology and procedures used in skilled trades;
Budgeting methods and practices;
Principles and techniques of job costing;
Correct English usage, grammar, spelling, punctuation and vocabulary;

ABILITY TO:

Plan, organize, coordinate and direct the care, cleaning and maintenance of District grounds, buildings and facilities;
Develop and implement comprehensive grounds and maintenance projects;
Analyze work methods, schedules, equipment and staffing levels to increase department efficiency;
Prepare, monitor and control the department budget;
Plan and organize work;
Develop a comprehensive, proactive, preventative maintenance program and schedule.
Supervise, motivate, train, evaluate and discipline assigned staff;
Maintain records and prepare reports;
Analyze situations accurately and adopt an effective course of action;
Establish and maintain cooperative and effective working relationships with others;
Communicate effectively both orally and in writing;
Understand and carry out written and oral instructions;
Read, interpret, apply and explain rules, regulations, policies and procedures;
Ensure compliance with safety practices and various code requirements.



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EDUCATION AND EXPERIENCE:

Bachelor degree in engineering, public administration or a related field preferred;
Five years of increasingly responsible experience in facility maintenance including at least two years of experience in a supervisory capacity required;
Valid Class C California Driver License.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor; office and shop environment;
Travel from one district site to another;
Work with chemically based materials.

PHYSICAL DEMANDS:

Stand, walk, sit, lift up to 50 lbs. (i.e., toolbox, supplies, etc.) occasionally lift up to 75 lbs.
Bend, twist, reach and stretch, push, pull and drag, climb, balance on narrow or inclined surfaces, kneel, crouch, squat;
Manipulate small and large object with fingers and hands, hold, grasp or pinch with fingers or hands;
Clear vision and hearing;
Good physical conditions as determined by pre-employment physical, periodic fitness-for-duty post-employment health reports are required.