



## Classified Management/Supervisory Job Description

Board Approved: January 25, 2017

Position Title: **Director of District Maintenance and Operations**  
Contract Term: 12 months per year, 8 hours per day  
Salary Range: Classified Management/Supervisory Salary Schedule – Range 5

### GENERAL DEFINITION:

Responsible for ensuring that facility and grounds work goals are met; services are provided in an efficient and effective manner, ensures that staff utilizes appropriate procedures and safe practices, ensures that jobs are completed efficiently and within regulatory guidelines and project deadlines, ensures optimal utilization of personnel and other resources.

### UNDER SUPERVISION OF:

Superintendent or Designee

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. In conjunction with site administrators, supervises and evaluates maintenance, custodial, grounds, and other assigned personnel for the purpose of ensuring that departmental work goals are achieved.
2. Develops long and short range maintenance plans/programs, (e.g., Deferred Maintenance Plan, emergency response plans, energy management plans, etc.) for the purpose of ensuring that the district's resources are effectively utilized.
3. Inspects and reviews work order system.
4. Inspects repair work, projects, equipment, daily maintenance and supplies for the purpose of ensuring that jobs are completed efficiently and within local/state/federal regulations.
5. Works with the Director of Planning and Construction in directing projects (e.g., site repairs/construction, preventative maintenance, etc.).
6. Presents various programs (e.g., safety, maintenance, accident prevention, etc.) for the purpose of informing staff of appropriate procedures and safe practice.
7. Prepares various documents (cost estimates, budgets, reports, contract specifications, etc.) for the purpose of providing necessary information to outside agencies and district personnel.
8. Solicits quotations for the purpose of providing cost information, making purchases and securing items/services.
9. Attends various meetings for the purpose of addressing concerns, and providing and receiving information.
10. Assures compliance with various local, state and federal regulations, laws and guidelines related to facility and operations. Performs all electronic reporting to state and federal agencies pertaining to vehicles, facilities, maintenance, and operations.
11. Responsible for maintenance of district vehicles.

12. Works harmoniously with the district, site personnel, and the public. Always communicating with tact, diplomacy, and courtesy.
13. Manages maintenance contracts and consultants.
14. Manages all AHERA asbestos plans and represents the district as the LEA designee.
15. Manages integrated pest management (IPM).
16. Monitors all state, federal, and local mandated safety policies.
17. Other duties as assigned.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

**CERTIFICATES AND LICENSES:**

- High School diploma or equivalent.
- Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance.
- Prior job related experience with increasing levels of responsibility including supervision of projects and personnel.
- Prior job related experience with state and federal agencies.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

**LANGUAGE SKILLS:**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public. Ability to independently compose letters, memoranda, reports and various other written and verbal communications.

**REASONING ABILITY:**

- Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

**OTHER SKILLS AND ABILITIES:**

- Methods and practices of financial record keeping. Knowledge of district local, state and federal personnel laws and policies. Basic school business financial and general school district operations. Office methods and procedures. High-level computer operations including competent use of e-mail and Internet, database, word processing, and spreadsheet software. Establish and maintain cooperative relationships with those contacted in the course of work. Ability to use a computer and job-related software.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee is regularly required to use hands to operate a computer keyboard, handle, or feel objects, tools, or controls, talk, hear. The employee frequently is required to sit or stand for extended periods of time, and walk. The employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, or climb a ladder.
- The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds with assistance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment may be loud.
- While performing the duties of this job, the employee will work in outside weather conditions and is frequently exposed to fumes or airborne particles. Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.
- The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

***The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***