

SYLVAN UNION SCHOOL DISTRICT

Job Description

Draft

FLSA Exempt

DIRECTOR OF MAINTENANCE AND OPERATIONS

Description of Position

Administers the district's maintenance, grounds, warehouse and delivery services, partners with site principals in supervising custodial services; assists in planning and developing facilities and new construction.

Directly Responsible To

Assistant Superintendent of Business Services

Major Duties and Responsibilities

1. Plans, organizes, and directs the maintenance, repair, renovation, alteration and new construction of district buildings and grounds.
2. Develops and administers related contracts, coordinates with architects, inspectors, contractors, state and local agencies, district personnel, and the community on matters related to facilities; participates in the development and monitoring of the district's master plan for school facilities.
3. Develops long and short-range maintenance plans/programs (e.g. energy management plans, annual budget, etc.). Assists in budget development and preparation process for all departments and areas of responsibility.
4. Monitors fund balances of assigned programs and related financial activity within budget limits and ensures applicable fiscal practices are followed. Prepares specifications for the purchase of vehicles, equipment and materials.
5. Inspects and ensures efficiency for all new construction, repair work, projects, equipment, daily maintenance and supplies. Develops specifications for major capital improvements within local/state/federal regulations, and approves inspection reports and payment requests.
6. Schedules, directs and evaluates assigned personnel; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions. Coordinates, develops and schedules regular staff development training appropriate for a given classification. Coordinates and develops safety training schedules designed to maintain all necessary compliance with local/state/federal regulations.
7. Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
8. Coordinates, prepares and advises the district's Routine Repair and Maintenance and Deferred Maintenance Programs; develops and coordinates a district-wide preventative maintenance program.
9. Directs the control and removal of hazardous materials in compliance with applicable rules and regulations.
10. Oversees and monitors security monitoring systems.
11. Provides timely and appropriate oral and written reports, including board agenda items.
12. Coordinates scheduled and special event operations for the purposes of ensuring facilities preparation.
13. Serves as district energy manager and oversees use of the district's EMS program.
14. Performs other related duties as required and/or assigned by appropriate administrator ensuring the efficient and effective functioning of the work unit.

Knowledge and Skills:

Knowledge of:

1. Methods, practices, equipment, and supplies used in the building trades, principals and terminology used in accounting, auditing, and financial analysis.

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2. Building materials, construction methods, material standards and cost projection methods, uniform building code and state and local laws applicable to school construction.
3. Grounds maintenance including landscaping, drainage, irrigation, soils, and related items.
4. Standard school custodial practices, methods, materials, and equipment.

Ability to:

1. Plan, coordinate and oversee the activities of constructing and maintaining school facilities; organize and monitor ordering, receiving, storage and inventory of equipment and supplies.
2. Analyze and make accurate cost estimates of school construction and maintenance work.
3. Read blueprints and schematic drawings; interpret landscaping plans and sketches.
4. Listen to instructions and act on those instructions with minimal guidance.
5. Speak, write, and listen effectively, organize thoughts logically, and explain technical concepts to stakeholders.
6. Read, understand, and apply district budget, accounting, and fiscal procedures and policies.
7. Work independently and collaboratively as part of a team in a wide variety of circumstances and diversity of individuals and/or groups.
8. Think creatively, critically, and be solution-oriented.

Education and Certification Requirements

1. Bachelor's Degree in construction management, engineering, business or a related field desired.
2. General Contractor license desired.
3. Any combination of education, training, and experience which demonstrates the equivalent of eight years' experience as described, including progressively responsible journey-level trades experience in building maintenance and repair and or building trades.
4. Two years supervisory experience.
5. Possession of a valid California driver's license, forklift and handlift certified, and maintain qualification for district vehicle insurance coverage.

Physical Requirements:

The physical requirements indicated below are examples of the physical aspects that this classification must perform in carrying out essential job function.

With or without the use of aids:

1. Ability to lift, carry, push, or pull objects which may exceed 50 pounds.
2. Ability to sit, stand, walk, bend, stretch, kneel, stoop, twist, and balance without restriction for extended periods of time.
3. Visual acuity sufficient to read, write and work with printed information as well as information on a computer screen.
4. Sufficient depth perception to accurately judge distance and correctly perceive objects and/or people moving toward or away from the employee.
5. Auditory acuity sufficient to effectively understand information from others in person and/or over the telephone.
6. Ability to speak clearly with the ability to be heard and understood on the telephone and in work site conversations.
7. Sufficient dexterity to manipulate small objects and print and write legibly.
8. Sufficient physical ability to reach horizontally and vertically with arms.

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Personal Qualities:

1. Appearance, interpersonal and communication skills which establish a professional role model and example.
2. Ability to meet district standards for physical and mental health.
3. Ability to speak, understand, and write English clearly and accurately.
4. Ability to communicate effectively with all stakeholders in a sensitive and effective manner.
5. Demonstrate good judgment, tact, patience, and confidentiality.
6. Ability to innovate and work cooperatively, collaboratively, and professionally with all stakeholders.

Board Approved: TBD

Salary: Classified Management Salary Schedule