

**LOS GATOS UNION SCHOOL DISTRICT
JOB DESCRIPTION – DIRECTOR OF MAINTENANCE AND OPERATIONS**

TITLE: Director of Maintenance and Operations

REPORTS TO AND EVALUATED BY: Chief Business Official

SALARY: Management Salary Schedule

DEPARTMENT: Maintenance and Operations

CLASSIFICATION: Classified Management WORK YEAR: 260 DAYS

BASIC FUNCTIONS:

Under the direction and supervision of the Chief Business Official, this position provides overall management of the District's grounds, maintenance, and inventory control programs to support the successful operation of the schools and district; day to day management of the department personnel; short and long term planning for the department; problem solving and inventory control. This position supervises custodial personnel in conjunction with the school principals.

Receives general supervision from the Chief Business Official. Incumbent performs a wide variety of professional level duties. This individual is expected to solve daily operational issues referring unique problems to a supervisor. The duties listed below are typical but not inclusive.

ESSENTIAL RESPONSIBILITIES AND REPRESENTATIVE DUTIES:

1. Provides day-to-day management for the district's buildings, grounds and asset management programs.
2. Procures the most cost effective materials and supplies needed to effectively maintain sites and ensures department's expenditures are appropriate.
3. Manages the Buildings, Grounds, Operations Department and Deferred Maintenance budget and manages the department services and programs within budget.
4. Develops procedures and facility cleaning schedules to ensure that sites remain clean and effective learning environments and ensures that all District buildings are properly cleaned and maintained.
5. Establishes and maintains current and accurate inventory of equipment and assets. Implements procedures for receiving, delivery, and inventory control to comply with district requirements for asset management.
6. Directs and oversees safety compliance District wide. Including school district operations of Hazardous Material, Injury and Illness Prevention Program (IIPP).

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7. Establishes and maintains District wide security and protection of district facilities and property.
8. Makes recommendations to improve procedures and practices related to areas of responsibility.
9. Confers with the Chief Business Official to develop, implement and update long range plans for deferred maintenance, facility construction and remodeling.
10. Selects, coordinates and oversees all outside service vendors for maintenance and facilities.
11. Oversees the district procedures for vehicle maintenance, storage, disposal and recycling.
12. Oversees, assigns and approves district wide facility use program.
13. Coordinates state and federal reporting procedures related to Buildings, Grounds and Operations as appropriate and to comply with reporting deadlines and legal requirements.
14. Supervises and evaluates Buildings, Grounds and Operations personnel with input from site administrators as appropriate.
15. Identifies and secures training for Buildings, Grounds and Operations staff to ensure compliance with legal and safety requirements related to the use of materials, implementation of procedures, and use of equipment.
16. Adheres to Board policies and regulations and maintain a thorough working knowledge of the district procedures.
17. Responds accurately and diplomatically to inquiries and requests from District staff, other agencies, and members of the public consistent with district policies and department practices.
18. Prepares reports, provide statistical data, and maintain pertinent files related to Buildings, Grounds and Operations; check documents and transactions to ensure compliance with legal and inventory requirements; adhere to district requirements for contracted services; and assist in the preparation of annual reports for the district, county, and state.
19. Conducts cost analysis studies, develop purchase plans, and seek competitive pricing to secure the most cost effective materials and equipment solutions to support District programs.

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20. In collaboration with the CBO and Site Principals, leads the District's Emergency Planning, ICS and implementation process, including, but not limited to, the formation of the District's Safety Committee and training and coordination of District wide drills.
21. Must be willing to be on-call on a rotation basis to respond to Emergency phone calls.
22. Operates a variety of software programs and equipment necessary for this position.
23. Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE:

1. Minimum of two to five years of successful experience in managing Buildings, Grounds and Operations personnel and programs preferred.
2. Training and/or experience equivalent to the completion of at least two years of college level course work.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. General requirements to manage maintenance, grounds and operations programs and services.
2. Cleaning and maintenance procedures.
3. Procedures for assessing the scope and requirements of a project.
4. Budget management and inventory control.
5. Data management.
6. Program and personnel management.
7. Relevant school district rules and regulations including federal, state, county and city laws to ensure district compliance

Ability to:

1. Manage routine and complex projects.
2. Organize data and prepare worksheets, spreadsheets, and reports.
3. Communicate effectively verbally and in written form.

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4. Accurately develop job specifications and budget requirements to successfully complete large and small-scale projects related to Buildings, Grounds and Operations.
5. Use technology databases to improve productivity and accuracy in written communication, oral reports and inventory control.
6. Establish and maintain effective relationships with site and District based staff, community members and representatives of outside agencies and businesses.
7. Maintain confidentiality of staff and district matters.

WORKING CONDITIONS:

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 essential functions.

Physical Abilities:

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.

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects approximately 60 pounds or less. The position requires mobility to climb, kneel stoop, crawl, reach and bend, and accurate perceiving of sound; near and far vision with the ability to read small print; depth dexterity; and the providing of oral information and direction. The position is an indoor/outdoor office environment with some exposure to the extremes in temperature and weather conditions with frequent school site visits. The position may require visits to work and/or construction sites where noise, dirt and dust levels are increased. The employee will frequently work independently with high work volume and tight deadlines. The incumbent may be asked to attend periodic evening meetings and/or travel within and out of the district boundaries to attend meetings.

LICENSES/CREDENTIALS:

- Possess and maintain a valid California driver's license and insurance

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. Additional duties may be assigned.