

MAINTENANCE & OPERATIONS MANAGER

DEFINITION

The Maintenance & Operations Manager is responsible to the Chief Business & Operations Officer. Under general direction, directs the planning and coordination of the maintenance and groundskeeping operations of all school facilities, and oversees the facilities and support operation substitute program.

EXAMPLES OF DUTIES INCLUDE (but are not limited to):

- Plans, directs and organizes the work involved in maintaining school buildings and grounds.
- **Evaluates and oversees the Supervisor of Operations and monitors the custodial services.**
- Performs inspections of District buildings and grounds.
- Recommends specifications for materials to be used and inspects finished work for compliance with established standards.
- ~~Maintains a substitute list for custodial personnel and assignments as needed and available.~~ **Works with staff to assure absences are covered and monitors attendance of facilities staff.**
- Coordinates community use of District facilities.
- Coordinates use of District-owned facilities for short-term leases (FUA's).
- Confers with school officials and lessees on a regular basis to discuss needs and concerns relative to maintenance and operations and groundskeeping services.
- Meets with school officials to determine priority and scheduling of repair projects in order to meet educational and operational needs.
- Prepares **and Monitors** annual and multi-year budgets; administers budgets and monitors and controls expenditures in accordance with established fiscal policies.
- Develops and implements the five-year deferred maintenance program with the Chief Business and Operations Officer.
- Coordinates District (A.H.E.R.A.) asbestos program.
- Recommends policy, personnel and procedural changes.
- Approves and assigns work requisitions.
- Supervises aspects of the District warehouse.
- Maintains perpetual inventory system and oversees delivery of supplies and equipment.
- Sets expected levels of performance in grounds **and facilities** maintenance, proper use of equipment, materials and supplies and other routines.
- With site administrators, sets expected levels of performance in cleaning buildings, proper use of equipment, materials and supplies and other routines.
- Develops employee standards and evaluates maintenance and grounds personnel.

- Monitors custodial, **maintenance** and grounds supplies and assures adequate inventories are maintained.

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- Assures District compliance with applicable regulations for chemical application and storage, including Material Safety Data sheets (MSDS) files.
- Attends meetings of the City Council, Parks and Recreation Commission and the Governing Board as assigned.
- Plans in-service programs for maintenance and operations, custodial and grounds personnel.
- Makes recommendations to the Chief Business & Operations Officer of work to be done by outside vendors.
- Investigates accidents, records, reports and/or files findings as necessary/required.
- Develops, implements and maintains effective and efficient methods and procedures, organization, personnel utilization and management control, information and documentation systems for areas of responsibility.
- Directs the development and implementation of a work order processing system which considers preventive, routine and emergency work.
- Prepares specifications for the purchase of automotive equipment.
- On call for after-hour emergencies.
- Other duties as assigned.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles of sound management: planning, organizing, staffing, directing, supervising, coordinating, reviewing and budgeting.
- Methods, practices, equipment and supplies used in groundskeeping, facility maintenance and custodial services.
- Building construction and maintenance practices and laws governing construction and repair of public school buildings.
- Federal and State safety regulations.
- OSHA regulations.
- Bid procedures for compliance with Los Angeles County requirements.
- All trades within department: carpentry, electrical, groundskeeping, HVAC, locksmith, masonry, plumbing, roofing, etc.

Able to:

- Supervise and train personnel.

- Supervise the maintenance of records and write accurate reports for use by administrators and the Governing Board.
- Interpret and implement District policies and relative codes, regulations and laws.

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- Read architectural drawings.
- Plan and control the department budgets.
- Work effectively without close supervision.
- Perform heavy physical labor within federal and state guidelines.
- Understand, carry out, and give oral and written instructions.
- Establish rapport and maintain cooperative working relationships with those contacted in the course of work.

Education and Experience:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above.

Licenses:

Possession of a valid California Driver's License and the ability to qualify for District vehicle insurance coverage. Able to obtain all required federal, state and local licenses and/or certification.

Physical:

- Good physical condition as determined by pre- and post-employment inquiries and health reports.
- Able to bend, stoop, reach and lift above shoulder height.
- Able to walk and stand while working for extended periods of time.
- Able to work in a variety of buildings, facilities and outdoor environments with varying degrees of temperature that may be hot or cold depending on the season of the year.
- Has sufficient strength, agility and dexterity required to perform all essential tasks.
- Manually or with mechanical assistance, be able to move, transport and store shelves, furniture, equipment, boxed textbooks and other supplies.
- Able to climb ladders and walk roofs.

