

## DIRECTOR V

### Maintenance, Operations & Transportation

#### DEFINITION

Under general direction of the Assistant Superintendent, Business Services/CFO, the Director of Maintenance, Operations & Transportation is responsible for the management and direction of building maintenance, custodial, grounds, warehouse, facility use, and transportation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Directs all aspects of maintenance, operations and transportation services in support of the mission, tasks, functions, and goals of the district.
- Plans, organizes, schedules, and coordinates all maintenance services, operations support activities, and transportation services and activities with school site administrators and/or program directors.
- Ensures compliance with applicable federal, state, and local mandates governing environmental protection, hazards to buildings, and building occupants, transportation, public safety, and access compliance.
- Prepares long and short-range plans for maintenance, repair, and site improvement projects and plans related to meeting the District's transportation needs in compliance with all applicable codes, laws and regulations, District standards, contract terms and conditions.
- Administers the assignment and distribution of maintenance, operations and transportation personnel. Provides ongoing reviews of organizational structure, staffing, and departmental policies and procedures, including performance evaluations.
- Assists in employee selection and oversees the performance evaluation process. Evaluates subordinate administrative and assigned supervisory personnel.
- Manages departmental expenditures and ensures prudent fiscal management in the application of assigned funds.
- Provides for regular inspection and evaluation of district facilities/vehicles.
- Consults with architects, technical consultants, and contractors to develop projects, work plans, and cost estimates.
- Works in combination with the Executive Director of Construction Services to provide supporting services and assistance during the planning, construction, and completion phases of new construction and facilities improvement projects.
- Prepares and administers public works and field service contracts for the maintenance and repair of district facilities.
- Prepares budget proposals, applications for state building maintenance program funds, and specialized funds related to facilities.
- Participates in facilities planning, and sits as a member of boards, committees, and study groups.
- Manage the use of facilities for non-school uses and the contracts, leasing and fees associated including communicating with local part and recreation departments, city office personnel, and various civic groups regarding the use of facilities and fees
- Oversees the monitoring of fleet operations and service performance of vehicles transporting students as well as the California Department of Motor Vehicles Pull Notice Program.
- Prepares and administers contract specifications and documents, vendor service agreements, rate adjustments and compliance with contract specifications for pupil transportation services.

#### QUALIFICATIONS GUIDE

##### Knowledge of:

- Construction process, building trades, and maintenance of structural and mechanical building

systems.

- Decorative and water efficient landscape and athletic field maintenance.
- Custodial maintenance practices and procedures.
- Energy management and utilities conservation measures.
- California Administrative Code, California Education Code, Building Codes, Health and Safety Codes, Public Contracts Codes, CFSs relating to health, safety, hazardous materials, and handicapped access, and related codes of regulations as may be required in application to construction, maintenance, modification of school buildings, or transportation of students.
- Budget process and fiscal management.
- Organizational structure and design.
- Labor agreements, FLSA (Fair Labor Standards Act), and personnel management.
- Correct English usage, spelling, grammar, and punctuation
- Record-keeping and report preparation techniques.
- Current technology, software applications, office methods and practices, including filing systems, letter and report writing.
- Legal and operational requirements of students with disabilities, including the transporting of the medically fragile passengers.
- Board policies and administrative regulations associated with assigned areas.
- Applicable sections of State Education Code, California Motor Vehicle Code and other applicable laws and regulations pertaining to school bus safety and operation.
- Organization and operation of a school district transportation system.

**Ability to:**

- Manage and supervise a large and diverse workforce.
- Implement recognition programs, evaluation systems, and discipline to maintain employee confidence and morale.
- Estimate time and materials needed on a wide variety of projects
- Determine priorities and schedule work effectively and efficiently
- Carry out verbal and written directions independently
- Follow instructions, read and interpret construction documents, read blue prints and architectural drawings
- Communicate effectively in both oral and written form
- Formulate reports, organize and analyze data, evaluate information and provide conclusive findings
- Establish and maintain cooperative working relationships with others
- Meet schedules and time lines.
- Work independently with little direction.
- Coordinate and supervise the work of others

**EDUCATION/EXPERIENCE:**

College level course work, managerial or supervisory experience in a responsible position involving maintenance and/or operations support to educational facilities. Knowledge and experience in the building or construction trades. Any combination of training and experience which would likely provide the required level of knowledge and skills. Associates/Bachelors degree in related field or school building certification preferred.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California Class C Driver's license.

**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.

- Sitting or standing for extended periods of time.
- Dexterity of hands and fingers to operate a variety of hand and power tools and heavy equipment.

- Climbing ladders and working from heights.
- Hearing and speaking to exchange information.
- Seeing to perform grounds work and read a variety of materials.
- Lifting, carrying, pushing or pulling heavy objects.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, stooping, kneeling or crouching
- Lifting, carrying, pushing or pulling heavy objects up to 25 pounds and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:**

Indoor/Outdoor 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 is usually loud. Hazards include:

- Working around and with machinery having moving parts.
- Working in outside weather conditions.
- Subject to fumes, dust and odors.
- Exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

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