



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



DIRECTOR OF MAINTENANCE, OPERATIONS AND FACILITIES

JOB SUMMARY:

Under administrative direction of the Deputy Superintendent, Administrative Services, the Director of Maintenance, Operations and Facilities plans, organizes, controls and directs District maintenance, grounds keeping and custodial operations, warehouse, construction, reconstruction, alteration projects, relocation of facilities and other capital outlay projects; supervises and evaluates the performance of assigned personnel; facilitates communications and coordination among Maintenance Departments, District divisions, outside entities and the community on matters related to maintenance and district-wide facilities development and improvement.

CLASS CHARACTERISTICS:

This is a single incumbent classified management position having responsibility for direction of the maintenance and operations services, facilities planning and development of the district. This position provides overall leadership and vision including the development and achievement of short and long-term goals for facilities, maintenance and operations. The incumbent is expected to work independently in concert with the objectives, scheduling and general procedures established by the Deputy Superintendent, Administrative Services.

REPRESENTATIVE DUTIES: (*E denotes an essential function of the job*):

Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities, planned capital improvements and deferred maintenance projects; ***E***

Provide technical expertise, information and assistance to the Superintendent and Deputy Superintendent regarding grounds keeping, maintenance, custodial and construction projects and activities; ***E***

Direct ongoing skilled and semi-skilled trades work related to plumbing, electrical, heating, ventilation, and air conditioning, masonry, painting, welding and general construction projects; assign work to crews; arranges for substitute or relief coverage for general maintenance and skilled trades personnel given absences; ***E***

Inspect trades and maintenance work in progress and upon completion; assure that District staff and contractors conform to health and safety standards, and the proper use of materials and equipment and that employees are properly trained and certified; ***E***

Utilize database software to track maintenance projects, including material and labor, and to project time and cost requirements, and update maintenance standards used for bidding and specification purposes; ***E***

Compare actual performance with time and cost standards and investigate sources of variation for management reporting and trending and future planning purposes as well as potential means for improving work productivity, quality and safety; *E*

Establish standards for proper cleanliness, safety and building maintenance; *E*

Confer with direct supervisory and lead personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts; assist with and solve existing problems and determine future requirements of personnel and materials; confer with school officials regarding departmental issues; *E*

Prepare and administer the departmental budget, monitor and control expenditures in accordance with established fiscal policies; administer other funding allocation for special projects; *E*

Communicate and serve as a liaison between District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors, and others concerning facilities maintenance and operation services for the purpose of coordinating activities and ensuring activities achieve District objectives; *E*

Meet with District school site officials to determine project requirements and specifications and determine the best delivery method for accomplishing related work; *E*

Supervise and evaluate the performance of assigned personnel; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange trainings as needed; *E*

Analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness; *E*

Procure major supplies, tools and equipment for the department and evaluate new products and service providers; *E*

Develop and implement short and long-term plans, programs and activities designed to enhance construction, grounds keeping, maintenance and custodial services; *E*

Research, compile, analyze and interpret technical data related to large-scale maintenance and operation projects, estimate cost for labor and materials; prepare bid specifications; *E*

Assure compliance with a variety of health and safety regulations related to equipment operation, toxic waste and asbestos management; monitor an on-going safety program; *E*

Analyze project plans and make recommendations concerning work to be performed by outside firms; research, select and approve the purchasing of equipment and supplies within established limitations; *E*

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Conduct staff meetings and work with District staff and school officials and contractors to review maintenance projects and results, and to evaluate and resolve problems or complaints; *E*

Attend, chair, conduct and provide input to a variety of technical meetings and conferences related to assigned functions including pre-bid and pre-construction meetings; *E*

Assure the preparation and maintenance of required records, reports, files and lists as appropriate; assure compliance with local, State, and federal laws, rules and regulations as required; *E*

Train, supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; *E*

Perform other tasks and assume responsibility as may be assigned by proper authority.

SUPERVISION:

Administrative direction is received from the Deputy Superintendent of Administrative Services or designee.

Supervises and evaluates all employees assigned to the maintenance, custodial and grounds service areas.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Planning and organization of maintenance and operations, budget preparation and control;
- Methods, materials, equipment and terminology used in construction, maintenance, custodial and grounds activities;
- Requirements for maintaining school buildings, grounds and equipment in a safe, clean and orderly condition;
- Laws, regulations and practices governing the construction and repair of school facilities and grounds;
- Vehicle and equipment maintenance principles;
- Principles and practices of effective personnel management, supervision and training, organizational structure and behavior;
- Operation of computer and assigned software;
- Environmental, health and safety issues and regulations related to employees, building and property.

Ability to:

- Plan, organize, direct and control the maintenance, operations and construction of the District's buildings, grounds, warehouse, facilities and planned capital improvements;
- Plan, schedule, organize, direct, control, supervise and evaluate the work of grounds, custodial and maintenance personnel and functions;
- Estimate labor and material costs; establish, schedule, direct and control diversified maintenance and operations work;
- Read, interpret and work from drawings and blueprints; direct, prepare and cause to be prepared records, reports and other communications; apply training, knowledge and experience so as to maximize efficiency and effectiveness of Maintenance and Operations Department functions;
- Coordinate various construction projects and development activities;
- Lay out, schedule, direct and control a diversified maintenance, operations and facilities development and improvement program;
- Develop and enforce work standards;
- Apply and explain rules, regulations, policies and procedures;
- Communicate accurately, effectively and courteously, both orally and in writing, to a diverse audience;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Operate a computer and assigned office equipment;
- Analyze situations accurately and adopt effective course of action;
- Prepare comprehensive narrative and statistical reports;
- Accept and carry out responsibility for direction, control, and planning;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Any combination of education, training and experience which demonstrates the ability to perform the duties of the position. A typical qualifying entrance background would include:

Education

- High school diploma or equivalent;
- Bachelor's degree in Business Administration, Business Management, Construction Management or related field is preferred.

Experience:

- Five years of progressively responsible experience in supervising a large maintenance and operations or construction program involving the utilization of crafts, custodial and grounds personnel, preferably in a California school environment.

LICENSES REQUIRED:

Possession of a valid and appropriate California Driver License;

CAL OSHA 10 Hour safety Certificate desirable.

All the above licenses must be maintained as a condition of continued employment.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Perform both sedentary administrative work in a typical office environment and oversight/inspection work in maintenance and/or construction areas. Mobility sufficient to perform site inspections and verification of construction work completed. Visual acuity sufficient to read and proof business reports, fiscal ledgers, computer printouts, building or construction plans. Physical dexterity and ability to climb ladders, bend, stoop, also to operate motor vehicles, a personal computer, and other standard office equipment. Ability to occasionally lift, carry, and/or push objects weighing up to 100

pounds, and stand for long periods is required. Ability to communicate clearly and to understand and be understood in normal face-to-face or telephone communication. Has frequent direct contact with the public, employees, contractors and trade workers, occasionally in difficult interpersonal situations. Frequently works with high volumes and tight deadlines without guidance from supervisor. Environmental conditions will be indoor and outdoors, sometimes inclement weather. Noise levels will be generally moderate, although may at times be loud, but will remain within acceptable levels for the trade. Employment contingent upon passing a physical and back evaluation test. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Position established 1998

Inactive: 2001

Reactivation: 9/11/14

Job Description Review and Revisions Effective: 11/12/15