Job Description: Director of Maintenance, Operations, and Transportation

Basic Function: Under general direction of the Assistant Superintendent of Business Services, or designee, the Director of Maintenance, Operations, and Transportation is responsible for planning, directing, organizing, evaluating, coordinating, and supervising the routine operations of maintenance, operations and transportation, including facilities construction, ground maintenance, building maintenance, and custodial services to assure safe, orderly, and clean buildings and grounds for students, staff and public.

Representative Duties:

Essential Functions:

- Plans, directs, organizes, manages, and oversees the facility construction, remodeling, building and grounds maintenance and operations activities.
- Manages and supervise the overall district maintenance, operations and transportation division including custodial, grounds maintenance; work to ensure economical, productive, and efficient use of personnel, equipment and supplies; consult with site management and coordinate activities in matters pertaining to assigned functions.
- Plans and organizes maintenance and operations functions; develop and implement long-range plans and master schedules for assigned activities – establish work standards, policies and procedures for maintenance, grounds, custodial and transportation activities.
- Selects, orients, trains, supervises, counsels and evaluates the performance of assigned staff to assure efficient and effective performance of employees and division; establish performance standards, policies, and procedures.
- Collaborates with architects and administrators on the design, construction, or alterations of buildings and landscaped areas; review project plans and recommend changes to plans and specifications to ensure district needs and requirements are being met; assist contractors in interpreting plans by providing district expertise; maintain construction records and prepare reports.
- Attends regular construction meetings, address district-specific questions, advise project team of district requirements, review and negotiate contractor-initiated changes in project scope as required; approve application for payment; review and approve construction project schedule of values and timelines; present construction project change order for board approval.
- Prepares and administers budgets for assigned functions; prepares recommendations and justifications regarding budget requests; authorizes expenditures according to district policies and applicable regulations. Estimates utility costs and capital outlay for construction projects on assigned projects; monitors expenditures during the year to assure operation within budgeted levels.
- Coordinates with the architect and business department, the advertising requests for bids for construction projects; supports the review of bids; ensures that contracts and all other documents are completed prior to the initiation of project, monitors and reviews contract progress and assures timely completion of project.
- Monitors construction project schedules and progress by on-site visits, determine compliance with schedules and coordinate any shut-downs and/or closures, if necessary, with district schedules. Provide project overviews and status updates to Assistant Superintendent of Business Services.
- Works closely with the Assistant Superintendent of Business Services in all aspects of facility planning, preconstruction activities, bidding, construction management, and project close-out activities.
- Assists with the preparation and administration of the District’s Facilities Master Plan and DIR recordkeeping and filing.
- Represents the district in communications and advocacy with DSA (Division of State Architects), OPSC (Office of Public School Construction) and the City (various departments).
- Plans, coordinates and implements the district’s general, preventative and scheduled facilities maintenance programs; conduct ongoing review and evaluation of physical plan maintenance and operations; direct replacement of electrical, mechanical, and structural systems and equipment when needed, recommend and implement special programs as needed to maintain facilities in optimum conditions within fiscal constraints.
Provides leadership for district compliance with OSHA, CEQA, AHERA and EPA regulations to establish a safe campus environment in relation to the physical facilities; develop safe procedures and rules; inspect campus for maintenance and safety hazards; assure that facilities are inspected regularly to ensure compliance with building and fire codes, cleanliness, and energy use standards; implement recommended safety improvement requests. Provide for effective orientation and continuing training of facilities, maintenance, and operations staff to minimize accidents and injuries.

Directs and coordinates the removal and disposal of hazardous materials in accordance with federal, state and local laws, codes and regulations; assure proper documentation as required by law and district policies.

Manages responses to emergency situations (e.g. facility damage, damaged playground equipment, roof leaks, vandalism, fire, flood, etc.) for the purpose of resolving immediate safety concerns.

Directs assigned transportation personnel for the purpose of assisting the individuals in performing their functions in a safe and efficient manner and appropriate maintenance of district owned vehicles. Ensure transportation files are maintained for the purpose of providing documentation for audit purposes and meeting district, state and federal requirements. Ensure in-service training for bus drivers and applicants for the purpose of providing behind the wheel training and addressing school bus regulations/ safety procedures.

Additional Duties and Responsibilities:
- Ensures employees comply with all district, local, county, state, and federal safety requirements.
- Prepares oral and written reports, both of a routine or of a confidential nature.
- Operates standard office equipment and software, and maintains records required by Local, County, State, and Federal Agencies. Assists in maintaining various records, files, and filing systems, including but not limited to work order status, scheduling, safety and training records.
- Other tasks as may be deemed appropriate and necessary by the immediate supervisor and/or the Superintendent.

Other Duties:
- Perform duties as assigned.

Knowledge and Abilities:
Required Knowledge, Skills and Abilities
- Building and construction practices and procedures.
- Methods, materials, and equipment utilized in school maintenance programs.
- Knowledge and ability to read and interpret laws, rules, and regulations affecting construction, maintenance and repair of school facilities, and governing the transportation of students and feet maintenance.
- Planning and directing the work of others effectively.
- Meet schedules and timelines.
- Work independently with little direction.
- Ability to plan and administer district wide plans pertaining to areas of focus.
- Ability to develop and maintain cooperative working relationships with those contacted in the course of work.
- Develop and implement operating rules, regulations, procedures and policies.
- Ability to communicate effectively both orally and in writing.

Education/Licenses/Experience:
- Minimum of three (3) years of effective supervisory experience in facilities management or related area.
- Graduation from an accredited college or university with a degree in/ or certificate in facilities or operations management highly desired. Service as a general contractor or public or private construction projects in California may substitute for education.
- Experience as a licensed general contractor desirable.
- Possession of a valid California Driver’s License and CASH Maintenance Manager Certification or willing to obtain certification within first year of employment.
- Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Working Conditions:
The physical requirements below are necessary to perform the essential functions. Reasonable accommodations will be made to enable a person with a disability to perform these functions.
- Work environment in indoor office setting requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- The ability to lift/carry up to 100 lbs for short distances.
- Work environment in outdoor setting includes exposure to various weather conditions.
- Exposure to noise, dust, and fume levels will vary according to equipment and project. As required, must wear protective devices such as hard hat, closed toe shoes, earplugs, dust mask, safety glasses, etc.

**Classification: 122  
Number of Months: 12**

**Board Approval: 09/08/2021  
Revised: 09/2021  
FLSA Classification: Exempt**

**Unrepresented Classified Management Position**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The district does not discriminate based on disabilities.