

## **DIRECTOR of MAINTENANCE and OPERATIONS**

### **Definition**

Under the direction of the Business Manager, the Director of Maintenance and Operations is responsible to plan, coordinate, direct and assist in the maintenance, custodial, and groundskeeping operations of the District; and to do other work as required.

### **Essential Duties**

1. Confer with District administrators, school principals and head custodians in planning, coordinating and setting priorities for maintenance and operations activities of the District;
2. Prepare specifications and cost estimates for maintenance/construction projects, and supervise their inspection; prepare regular reports on activities;
3. Recommend project budgets, equipment, material, and personnel requirements;
4. Recommend personnel, procedural, and policy changes in areas of the assignment;
5. Evaluate the performance of District maintenance personnel;
6. Assist school principals in the evaluation of head custodians and other custodial personnel;
7. Check regularly on schedules, completeness, quality and efficiency of all operations;
8. Assign appropriate personnel to maintenance work projects;
9. Assist in screening and selecting new employees;
10. Plan, coordinate and instruct in the inservice areas of the assignment; and
11. Coordinate and assist with all emergency maintenance situations as they occur.
12. Coordinate and supervise the Injury Prevention Program.
13. Coordinate and supervise the Hazardous Communications Program.
14. Maintain the Business Plan Registration Form.
15. Coordinate and supervise A.H.E.R.A. (Asbestos).
16. Coordinate and supervise hazardous waste removal.
17. Keep California Uniform Cost Construction Act Records.

### **Qualifications**

#### **Knowledge of:**

1. Methods, materials and equipment used in the various crafts including carpentry, plumbing, painting,
2. and electrical work;
3. Building construction practices and laws affecting the construction and repair of school buildings.

#### **Ability to:**

1. Prepare and interpret plans and specifications;
2. Plan and coordinate workshops for the improvement of employee skills;
3. Estimate costs of repair and construction work;
4. Use sound judgment in the establishment of priorities for maintenance projects;
5. Prepare and read blueprints and sketches;
6. Lay out, coordinate, supervise and inspect the work of craftsmen;
7. Select and demonstrate the use of all basic custodial supplies and equipment; and
8. Establish cooperative working relationships with both classified and certificated employees.

#### **Experience:**

1. Four years in the maintenance and repair of large buildings, including two years of supervisory responsibility for a program of building maintenance; and
2. Three years in one or more of the building trades.

**Education:** High school diploma or equivalent.

**License:** Valid California 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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a tool box. Occasionally the employee will lift and/or move up to 90 pounds such as piping and tool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK 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.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

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 are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted 2/28/77...amended 10/97