

## William S. Hart Union High School District

## Position Description

Position: Director of Maintenance and Operations	FLSA: Exempt
Approved by: Personnel Commission, June 15, 2011	Salary Range: CM-22

### **Summary**

Under the direction of the Chief Operations Officer, plans, organizes, controls and directs maintenance and operations activities including inspection, cleaning, construction, maintenance, alteration and repair of buildings, facilities, grounds and equipment. Assures compliance with established laws, codes, ordinances, regulations, policies and procedures.

### **Distinguishing Career Features**

The Director of Maintenance and Operations coordinates and directs communications, personnel, projects and management functions to meet District needs and assure efficient activities. Advancement to this position is based on need and compliance with the qualifications of the position including the ability to effectively plan, organize and direct custodial, grounds and maintenance functions for a multi-site operation.

### **Essential Duties and Responsibilities**

- Plans, organizes and directs Maintenance and Operations services and activities including the inspection, cleaning, construction, maintenance and repair of District buildings, grounds and equipment.
- Establishes and maintains department timelines and priorities.
- Inspects work in progress and assures activities comply with established laws, codes, rules, regulations, ordinances, District standards, policies and procedures.
- Directs and participates in prioritizing and coordinating response to work orders and scheduling, developing and implementing installation, maintenance, repair, custodial, grounds and other department projects and activities.
- Manages the preparation and processing of custodial and grounds requisitions and materials, equipment and service orders.
- Plans, coordinates, arranges and conducts training activities for department personnel.
- Plans, organizes and directs activities to assure facilities are cleaned and maintained in a safe, clean, secure and orderly manner.
- Coordinates, directs, and participates in the inspection of District buildings, grounds and facilities to identify maintenance and repair needs.
- Assures proper and timely repair of utility, equipment and system malfunctions.
- Directs preventive maintenance functions.
- Coordinates and directs response to emergency custodial, grounds and maintenance needs.
- Assists with project contracting. Coordinates and directs operations and activities involved in planning, scheduling, development, design and implementation of facilities construction.

- Monitors, analyzes and modifies activities in response to the progress of cleaning, installation, maintenance, and repair and construction projects.
- Provides leadership in the development and administration of District wide facilities Maintenance and Operations master planning.
- Develops and implements Maintenance and Operations programs, services, standards, goals, objectives, plans and strategies.
- Prepares and implements deferred maintenance plans. Advises District administrators concerning laws, codes and regulations related to planning, construction and maintenance services.
- Coordinates and directs Maintenance and Operations communications, information, services, projects and activities between District personnel, administrators, departments, community groups, Board members, outside organizations, the public, and various local, State and federal agencies.
- Provides liaison between District and engineers, architects, contractors, planning departments and other agencies.
- Confers with state, county and local officials on matters pertaining to the District's property management and construction program.
- Communicates with District personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.
- Estimates and assures adequate personnel, materials and equipment needed for planning, construction, cleaning, maintenance and repair functions. Compiles and prepares cost estimates.
- Monitors and assures adequate inventory levels of equipment and supplies. Coordinates and directs the purchase of equipment and supplies.
- Coordinates and directs pest and hazardous waste management, and environmental quality and control functions.
- Supervises and evaluates the performance of assigned personnel. Provides technical supervision over site-based operation, grounds and maintenance personnel.
- Oversees and participates in the preparation and maintenance of various records, logs and reports related to daily operations, inspections, expenses, inventory, work orders, safety materials and assigned activities.
- Operates a variety of office equipment including a computer and assigned software.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Planning, organization and direction of maintenance and operations activities including the inspection, cleaning, instruction, maintenance, alteration and repair of buildings, facilities, grounds and equipment.
- Principles, practices, methods, techniques, materials, tools, equipment, layouts and set-ups used in custodial, grounds and maintenance operations.
- Principles and practices of facility architecture and construction.

- Energy management and conservation systems, including remote computer-aided access.
- Methods and practices used in estimating labor and materials.
- Labor and materials costs for custodial, grounds and maintenance activities.
- Budgeting procedures and requirements.
- Safe work practices and the safety orders of the California OSHA.
- Uses and purposes of general maintenance, hand and power tools and equipment.
- Pertinent federal, state and local laws, building codes, ordinances and regulations.
- Personal computer based software programs that support this level of work including, but not limited to, word processing, spreadsheet, and special applications used by the department.
- Math skills to calculate figures and amounts such as fractions, discounts, proportions, percentages, area, circumference and volume, and to apply concepts of basic algebra and geometry.
- Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel or approve recommendations for subordinate supervisors.
- Effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation.
- Sufficient human relations skills to supervise others and resolve escalated issues.
- Writing skills to develop professional correspondence and reports.
- Effective oral communication to conduct meetings and presentations.

### **Abilities**

- Effectively plan, organize and direct maintenance and operations activities including the inspection, cleaning, instruction, maintenance, alteration and repair of buildings, facilities, grounds and equipment.
- Coordinate and direct communications, personnel, projects and management functions to meet District needs and assure efficient activities.
- Inspect buildings and facilities to identify maintenance, repair and safety needs.
- Inspect projects for accuracy, completeness and compliance with established requirements.
- Estimate material, labor, equipment and time requirements.
- Observe safe work practices and handle hazardous materials according to accepted procedures.
- Complete training within a reasonable amount of time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.
- Review architectural and engineering blueprints, diagrams and schematics for compliance with District needs.
- Read, interpret, apply and communicate policies, procedures, laws, codes and regulations.
- Select, evaluate and supervise personnel.
- Independently develop methods and techniques in the interest of effectiveness and efficiency.
- Exercise initiative, sound judgment, discretion and decision making to achieve objectives.
- Prioritize, plan, and coordinate work to meet deadlines.
- Analyze problems, identify solutions and implement recommendations in support of goals.
- Identify and respond to community and Board issues, concerns and needs.
- Communicate effectively both orally and in writing.
- Maintain accurate records.
- Establish and maintain effective working relationships with employees, representatives of private and public agencies, and the public.
- Understand and follow oral and written directions.
- Travel to various District locations and school sites.

**Physical Abilities**

- Function indoors in an office or shop environment and/or outdoors in the field engaged in work of a moderately active nature.
- Sufficient strength and agility to lift objects of heavy weight on an occasional basis.
- Hand-eye coordination and manual and finger dexterity to operate specialized equipment, tools, computer terminal and standard office equipment and to write and keyboard.
- Climb, stoop, bend, crawl, kneel, and crouch.
- Retrieve work materials from overhead, waist, and ground level files.
- Visual acuity to read and observe diagrams, manuals, work conditions and recognize color-coded wires and connections.
- Auditory ability to carry on conversations in person and over the telephone.
- Work in extreme temperature conditions.

**Education and Experience**

Bachelor's degree in construction management, business administration, or a closely related field and five years of experience in the construction, maintenance and repair of buildings and facilities and maintenance work, preferably in a multi-site operation, two years of which must have included responsibility for supervising custodial, maintenance and/or grounds crews. Additional experience may be substituted for higher education on the basis of two years of experience for one year of college.

**Licenses and Certificates**

Valid California driver's license.

**Mandatory Requirements**

Must be insurable and maintain insurability by the District's insurance carrier(s).

**Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from exposure to materials, exposure to machinery with moving parts, chemical fumes, risk of electrical shock and possible exposure to blood borne pathogens.