

DIRECTOR-FACILITIES, MAINTENANCE, OPERATIONS AND TRANSPORTATION

JOB SUMMARY:

Under the direction of the Deputy Superintendent, plan, organize and direct the facilities, maintenance, grounds and operations functions of the District; oversee and coordinate the various aspects of facility construction and modernization projects; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS:

- Plan, organize and direct the facilities, maintenance, grounds and operations functions of the District; assure ongoing maintenance and repair activities on District facilities and grounds comply with department standards of quality, priority and budget.
- Oversee and coordinate the various aspects of facility construction and modernization projects; assure compliance with plans and specifications; administer construction contracts and negotiate change orders; collaborate with administration, architects, engineers and facility consultants.
- Communicate with site administrators to assure facilities, maintenance and operations requirements are being fulfilled; review, prioritize and assign work orders and review completed assignments as necessary; conduct regular site inspections and assessments of District facilities to assure compliance with established site improvements, grounds, Americans with Disabilities Act (ADA) access, and fire and safety plans, rules, laws and regulations.
- Manage construction contracts for facility improvements; assist in supervising the construction, modernization or repair of General Bond projects; establish and maintain systems for monitoring and reporting progress on construction, site improvements and remodeling projects; evaluate progress of projects and determine appropriate actions to resolve problems or delays.
- Supervise and evaluate the performance of assigned staff; interview and select employees and recommend new hires, transfers, reassignment, termination and disciplinary actions; monitor employee attendance and arrange for substitute staff as needed.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Direct the custodial and grounds functions of the District; assure standards of quality and priority are met.
- Oversee and monitor departmental budget expenditure allocations, fund balances and related financial data; manage and authorize expenditures in accordance with established limitations.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; oversee the preparation and development of a variety of mandated plans, studies and reports prepared internally or by retained consultants and assure compliance with regulatory actions, funding requirements and other established policies.

- Review long-range projections to determine timelines and locations for new sites and associate needs; develop plans to assure the timely availability of facilities to maintain successful educational service.
- Attend and conduct a variety of meetings, workshops and seminars as assigned; present information at various meetings to communicate information, obtain feedback and assure compliance with established internal controls.
- Receive and respond to after-hours and other emergency calls; determine and implement appropriate actions required to resolve situations.
- Assure proper use and care of District facilities, operations and equipment for efficiency and safety.
- Research new products laws and regulations and recommend purchases, contracts and plans for District-wide services.
- Provide technical expertise, information and assistance to the Deputy Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Operate a computer and other office equipment as assigned; drive a vehicle to various sites to conduct work.

OTHER DUTIES:

- Oversee the preparation, scheduling and coordination of District meetings and events requiring custodial, operations or maintenance services; assure proper set up and clean up following events.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Planning, organization and direction of facilities, maintenance, grounds and operations activities.
- Principles of contract negotiation and management.
- Uniform Building Code including public school building regulations for the handicapped.
- Rules, regulations and safety orders of the Division of Industrial Safety applicable to the construction, operation and maintenance of buildings.
- Terms, procedures and equipment used in the construction, grounds, maintenance and operations trades.
- Cost estimates and specifications.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- District organization, operations, policies and objectives.
- Budget monitoring and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, ordinances, regulations, policies and procedures.
- Operation of a computer and assigned software.

ABILITY TO:

- Plan, organize, control and direct the facilities, maintenance, grounds and operations functions of the District.
- Supervise and evaluate the performance of assigned personnel.
- Coordinate flow of communications between administrators, personnel and outside organizations.
- Estimate time and material needs for major maintenance, operations and facilities projects.
- Collect, organize and analyze data.
- Communicate effectively, both orally and in writing, using interpersonal skills that include tact patience and courtesy when interacting with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in engineering, construction management, business administration or related field and five years' experience in the construction, maintenance and/or operations activities.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C driver's license and current auto insurance.

WORKING CONDITIONS:

ENVIRONMENT:

- Office and outdoor environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Seeing to inspect facilities and read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Climbing ladders during inspections.
- Walking over rough or uneven surfaces during inspections.

Board Approved: 1/10/2017