

## LA MESA-SPRING VALLEY SCHOOLS

### CLASS TITLE: DIRECTOR, MAINTENANCE, OPERATIONS & FACILITIES

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Business Services, plans, organizes, controls and directs the operations of the Maintenance, Operations and Facilities departments; oversees and facilitates the maintenance, repair and alteration of District buildings and grounds; serves as the District representative in planning and developing facilities and new construction; trains, supervises and evaluates the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Confers with site administrators regarding site maintenance needs; recommends changes or alternations; provides cost estimates and time lines; researches new products, laws, regulations, recommends purchases, contracts and planning for district-wide services.

Develops and prepares the annual preliminary budget for the Maintenance, Operations and Facilities department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Manages construction contracts for new facilities and major alterations or modernization of existing facilities; assures work is performed in accordance with specifications, timelines and budget.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Oversees the preparation and development of a variety of mandated plans, studies, and reports prepared internally or by retained consultants; assures compliance with regulatory actions, funding requirements, and other established policies.

Participates in various construction planning and development activities; reviews specifications and makes changes as needed; monitors and visits sites to inspect ongoing construction projects; supervises in house special construction projects.

Plans, organizes, controls and directs department operations, maintenance of services and the implementation of new programs and processes including facilities and new construction.

Plans, organizes, implements long and short-term programs and activities.

Plans, organizes, reviews and prioritizes work orders and projects for maintenance, custodial, and grounds activities; meets with department staff and provide direction on assignments; inspects new construction, repair work, grounds, special projects, equipment, work orders, daily maintenance and supplies; approves inspection reports and payment requests.

Provides technical expertise, information and assistance to the Assistant Superintendent regarding assigned functions; assists in the formulation and development of policies, procedures and programs.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommend transfers, reassignment, termination and disciplinary actions.

##### **OTHER DUTIES:**

Attends and conducts a variety of meetings as assigned; serves as a District representative on committees.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Applicable laws, codes, regulations, policies and procedures.  
Arithmetic calculations.  
Budget preparation and control.  
Building codes related to facilities, construction and renovation.  
Building construction planning and development.  
Environmental, health and safety issues and regulations related to employees, buildings and property.  
Funding sources and approval process.  
Interpersonal skills using tact, patience and courtesy.  
Maintenance, grounds and custodial procedures and operations.  
Oral and written communication skills.  
Planning, organization and direction the operations of the Maintenance, Operations and Facilities departments.  
Principles and practices of administration, supervision and training.  
Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, facilities planning, construction, maintenance and repair activities.

**ABILITY TO:**

Analyze situations accurately and adopt an effective course of action.  
Communicate effectively both orally and in writing.  
Develop and enforce work and safety standards.  
Direct the maintenance of a variety of reports, budgets, records and files related to assigned activities.  
Establish and maintain cooperative and effective working relationships with others.  
Estimate materials and labor costs.  
Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Operate a computer and assigned office equipment.  
Participate in various construction planning and development activities.  
Perform arithmetic calculations quickly and accurately.  
Plan and organize work.  
Prepare comprehensive narrative and statistical reports.  
Supervise and evaluate the performance of assigned staff.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in urban planning, engineering, construction management, architecture, business administration, public administration or other related field and five years of experience in the administration of maintenance, operations and transportation activities including three years of increasingly responsible experience in a supervisory capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's License and Evidence of Insurability.  
Successful passage of the District's job-related proficiency test.  
Valid General Contractor's License preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Constant interruptions.  
Driving a vehicle to conduct work.  
Indoor, outdoor, office and shop environment.  
Noise from equipment operation.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard, assigned tools and equipment.  
Hearing and speaking to exchange information and make presentations.  
Seeing to evaluate needed repairs, safety issues and monitor work projects.  
Standing and walking for extended periods of time to conduct inspections.  
Walking over rough or uneven surfaces.

**HAZARDS:**

Exposure to potential hazards of inspecting construction sites.  
Potential exposure to hazardous substances and materials.  
Traffic hazards.  
Working around and with machinery having moving parts.

**FLSA Status**

Exempt

**Approval Date**

3/01/08, 9/28/17

**Salary Range**

Classified Mgr