

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: MAINTENANCE & OPERATIONS MANAGER

BASIC FUNCTION:

Under the direction of the Director of Maintenance and Operations, plans, coordinates, schedules, manages, and evaluates the District's safety, environmental, groundskeeping, and related maintenance and construction issues. Supervises and evaluates assigned staff. Assists the Director in the planning and development of the District's landscaping and irrigation system. Reviews new and modernization construction documents prior to Division of the State Architect submittal. Conducts investigations of indoor air quality or mold activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Coordinates and maintains the District's Asbestos and Lead Abatement Programs in compliance with applicable regulations.

Coordinates personnel, communications and information to meet organizational needs and ensure smooth and efficient activities; confers with staff regarding maintenance and repair needs, projects and work order status; ensures proper and timely resolution of maintenance and repair issues.

Conducts and leads staff meeting, attends project meetings as a representative of the district.

Creates and manages project scopes of work, specifications, and district standards.

Develops and promotes teamwork and cross-training of respective departments to provide optimum safety, services, and support for students, staff, and community.

Develops methods and procedures that provide continuity and efficiency in the Maintenance & Operations department.

Establishes and ensures the proper maintenance of District's Maintenance & Operations equipment and records for safety, administrative, and audit purposes.

Establishes and maintains the District's Pest Control Management, Storm Water Pollution Prevention Plan, and the Labor Compliance Program, and Energy and Water Conservation Measures.

Develops and maintains a program for the maintenance, repair, and installation of the District's asphalted concrete and concrete.

Establishes and maintains a priority system for emergency repairs and work order requests.

Estimates labor, materials, and other costs and develops plans for deferred and discretionary maintenance of facilities projects.

Inspects facilities to evaluate conditions affecting health, safety, and risk management control and takes action on immediate hazards.

Meets with city and county departments in regards to projects and District improvements and compliance with regulations.

Responds to emergency situations related to assigned activities; determines and implements appropriate actions required to resolve situation.

Participates in the selection of a wide variety of third party vendors including architects, engineers and other professional services providers in accordance with District objectives.

Plans, coordinates, manages, and oversees essential groundskeeping, maintenance and construction-related issues by setting priorities in order to meet schedules and timelines.

Prepares and maintains a variety of reports, records and files related to work orders, projects, inventory, inspections, personnel, attendance and related duties as assigned; prepares and submits requisitions as assigned.

Provides support in a variety of District-related projects, such as new construction, modernization, and major capital improvement projects.

Participates in bid openings and staff interviews.

Trains, supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination and disciplinary actions; assigns employee duties and reviews work to ensure compliance with established guidelines and procedures; ensures assignments are completed in a safe, proper and timely manner; assumes responsibilities of Director in his/her absence as assigned.

OTHER DUTIES:

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable rules, guidelines and regulations related to assigned activities.
Federal and State regulations.
Interpersonal skills using tact, patience and courtesy.
Inventory methods.
Legislation, regulations and legal codes applicable to hazardous materials, indoor air quality and maintenance work.
Materials, tools and equipment used in custodial, groundskeeping, and trades work.
Oral and written communication skills.
Principles and practices of supervision and training.
Proper lifting techniques.
Proper methods of storing equipment, materials and supplies.
Read technical information.
Requirements of maintaining buildings and grounds in a safe, clean and orderly condition.
Working from plans and specifications

ABILITY TO:

Assign and review the work of others.
Communicate effectively both orally and in writing.
Confer with site administrators and assigned supervisor regarding the maintenance of facilities and grounds.
Ensure compliance with established rules, guidelines, regulations and schedules.
Establish and maintain cooperative and effective working relationships with others.
Maintain buildings, office space and adjacent grounds areas in a clean, orderly and secure condition.
Meet schedules and timelines.
Observe and report need for maintenance and repair.
Operate a computer and assigned software.
Operate and maintain tools and equipment in clean working order.
Planning and managing projects.
Preparing and maintaining accurate records.
Prioritize and schedule work.
Requisition supplies and materials.
Train and supervise the performance of assigned personnel.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to associate's degree in engineering, construction management, architecture, business administration, public administration or related field and five years of progressively responsible experience in maintenance and construction trades, landscaping, groundskeeping, facilities or custodial services. Two years of lead or supervisory experience required.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's job-related proficiency test.
Valid California Class C Driver's License and evidence of insurability.

WORKING CONDITIONS:

ENVIRONMENT:

Driving a vehicle to conduct work as assigned.
Indoor, outdoor, office and shop environment.
Noise from equipment operation.
Seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.
Climbing ladders.
Dexterity of hands and fingers to operate a variety of hand and power tools.
Hearing and speaking to exchange information and make presentations.
Heavy physical labor.
Lifting, carrying, pushing or pulling heavy objects
Reaching overhead, above the shoulders and horizontally.
Seeing to evaluate needed repairs, safety issues and monitor work projects.

Sitting, standing and walking for extended periods of time.
Walking over rough or uneven surfaces.

HAZARDS:

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

FLSA Status

Approval Date

Exempt

11/09/23