

## Director of Maintenance, Operations & Facilities

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### **SUMMARY**

Under the direction of the CBO, the Director of Maintenance, Operations & Facilities plans, organizes, controls, and directs District maintenance, grounds keeping and custodial operations, warehouse, construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; reviews plans, inspects construction projects, conducts investigations and provides recommendations related to construction activations; performs technical and professional management in planning, scheduling, monitoring, budgeting, documentation, and cost controls; trains and supervises the performance of department personnel; and facilitates communications and coordination among Maintenance Departments, District divisions, and outside entities.

### **ESSENTIAL JOB FUNCTIONS**

- Plans, organizes, controls, and directs District maintenance, groundskeeping and custodial operations, construction, reconstruction, alteration projects, security programs, relocation of school buildings and facilities, and other capital outlay projects;
- Develops policies, procedures and programs to assure an economical, safe and efficient work environment; Plans, organizes and implements short-term and long-term programs and activities designed to enhance the departments operational efficiency.
- Develops and administers schedules, work assignments, and provides in-service and safety training for all personnel assigned;
- Develops and organizes a program of preventative maintenance for buildings, grounds, vehicles and equipment. This includes developing procedures and processes for work orders for the purpose of ensuring that standards are achieved and performance is maximized;
- Trains, supervises, and evaluates the performance of assigned personnel; interviews in conjunction with Human Resources and selects employees and recommends transfers, reassignment, termination and disciplinary actions;
- Oversees District compliance activities related to regulatory programs including but not limited to AHERA (Asbestos Hazard Emergency Response Act), Senate Bill 198, ADA (Americans with Disabilities Act), Cal OSHA (California Occupational Safety and Health Administration), hazardous materials and disaster preparedness;
- Assists with long-range facility planning based on accepted growth projections; develops plans and specifications for District construction and renovation projects; prepares construction specifications and cost estimates as appropriate; monitors and supervises District construction and renovation projects and outside contractors to ensure that the educational needs are met and high standards in material and workmanship are maintained;
- Reviews, analyzes, and interprets plans, estimates, specifications, shop drawings, change orders and submittals for the purpose of determining and coordinating construction activities in meeting District building and facility needs, and requirements of State and local building codes, ordinances and regulations;
- Performs annual facilities inspections and completes the Facilities Inspection Tool (FIT) reports.
- Coordinates the development of and monitors Facilities Master Plan. Receives and reviews requests for alterations, remodeling and other projects;
- Serves as a liaison between District personnel and planning and construction agencies, construction inspectors, architects, contractors and other outside agencies; responds to inquiries and provides information concerning construction activities; and consults government officials to assure compliance with laws and regulations related to financing, planning and construction of school facilities;

- Develops and manages the District energy management plan.
- Assists with the development and managing of the District's emergency response.
- Directs the preparation of reports related to engineering, construction, Department of the State Architect (DSA), Office of Public School Construction (OPSC) and personnel issues and activities;
- Follows established purchasing and budget practices; with the assistance of the business office, develops and prepares the annual preliminary budget for the Maintenance, Operations and Facilities Department; analyzes and reviews budgetary and financial data; and controls and authorizes expenditures in accordance with established limitations;
- Operates a computer and assigned software programs; occasionally uses equipment and tools used by department subordinates, operates other office equipment as assigned; and operates a vehicle to conduct work;
- Prepares and presents reports to the District Board of Trustees and other organizations as needed;
- Performs other duties as required to accomplish the objectives of the position. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires strong working knowledge of applicable Federal, State (including DSA and OPSC) and local building codes, ordinances, and regulations; building trade standards, California School Construction terminology and construction methods; occupational health and safety standards; inspection methods, including process of change orders, job progress and payment forms, reports and mathematical computations used in building inspections; knowledge of cost estimating and specifications; blueprint reading and large and small project management; thorough knowledge of planning, organization and direction of maintenance, grounds and custodial activities; methods, materials, tools and terminology used in construction, maintenance, groundskeeping and custodial activities; requirements of maintaining buildings, facility infrastructure, athletic fields and grounds in a safe, clean and orderly condition; budget preparation and control; oral and written communication skills; principles and practices of administration, supervision and training; applicable laws, codes, ordinances, regulations, policies and procedures; long and short-term programs designed to enhance maintenance, operations, construction programs and services; interpersonal skills using tact, patience and courtesy; operation of a computer and assigned software; proven experience with public speaking and presentation skills; and principles of school facilities planning as related to classroom instruction, traffic flow and economy of maintenance, growth and adaptability of multi-functional usage.

**Abilities:** Requires the ability to plan, organize, control and direct District maintenance, groundskeeping and custodial operations, construction, reconstruction, alteration projects, relocation of school buildings and facilities and other capital outlay projects; supervises and evaluates the performance of assigned personnel; reviews, plans, inspects construction projects, conducts investigations and provides recommendations related to construction activities; estimates time and material needs for major maintenance, groundskeeping and custodial projects; interprets construction specifications, architectural drawings, diagrams and schematics, communicates effectively both orally and in writing; interprets, applies and explains rules, regulations, policies and procedures; establishes and maintains cooperative and effective working relationships with others; operates a computer and assigned office equipment; analyzes situations accurately and adopts an effective course of action; meets schedules and timelines; works independently with little direction; plans and organizes work; prepares comprehensive narrative and statistical reports; directs the maintenance of a variety of reports and files related to assigned activities; and maintains consistent, punctual and regular attendance.

## **PHYSICAL STANDARDS and WORKING CONDITIONS**

*The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.*

**Physical Demands:** Physical demands of this position include driving, walking and standing for extended periods of time. Employee will frequently bend at the neck and trunk while performing the duties of this job and will work near moving mechanical parts and motorized equipment to load and unload or move materials. The employee will engage in heavy labor including the ability to lift and/or move up to 50 pounds such as food, cases of paper and materials. Occasionally the employee will lift and/or move up to 75 pounds such as tables, rolling equipment, pallets, and up to 100 pounds with assistance. Employee shall have the ability to climb up and down ladders and work on tall building roofs and structures. Hearing and speaking abilities to exchange information and specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Mental Demands:** Employee must be able to use written and oral communication skills; read and interpret data, information, and documents; interpret policies and procedures; use math and mathematical reasoning; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact cooperatively with District staff, managers, instructors, vendors, contractors, the board, other organizations, and the general public; occasionally required to deal with conflict situations.

**Work Environment:** While performing the duties of this job, the employee works in indoor, outdoor, office, shop and construction environments. The employee will work with noise from equipment operation. May be exposed to chemicals, hazardous and bio hazardous materials and work within a hazardous environment. The employee will be on call and normally be available to District 24/7 through issued wireless communication device. The employee will travel to a variety of schools and off-site facilities for meetings. Noise level in the work environment is usually moderate and occasionally will be very loud.

*The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.*

**Education and Experience Required** - Possession of a high school diploma, bachelor's degree\* from an accredited college or university with represented work in architecture, engineering, public administration, business or related field, and five (5) years of any combination of successful documented experience, training and/or education sufficient to demonstrate the ability to manage large facilities operations and oversee public works construction and modernization projects.

\*An additional four (4) years of qualifying work experience may be substituted for the required bachelor's degree.

**Licenses and Certificates:** Possession of a current and valid California Driver's License with the ability to maintain insurability under the District vehicle insurance policy, TB Test clearance and Criminal Justice Fingerprint clearance.

Board Approved: 2/12/2020

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or worksite in order to determine whether the employer can reasonably accommodate any known disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**