

DIRECTOR OF MAINTENANCE, OPERATION AND TRANSPORTATION**Job Summary**

Under the direction of the Chief Business Officer or its designee, plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds, vehicles and equipment; coordinate and direct communications, personnel, projects, safety programs and resources to meet District needs and assure safe, clean, secure and orderly buildings, grounds and facilities; direct student transportation functions; supervise and evaluate the performance of assigned personnel.

Qualifications**Required:**

- AA degree required; BA degree in construction management, business, architecture, civil engineering, or related field preferred
- Building trades and construction or some equivalent combination of education and experience
- A minimum of three years' experience in the profession or management level experience in facilities planning, construction work, maintenance, or operations.
- Valid California Driver's License
- Standard First Aid Certification

Desirable

- Four years experience in supervising maintenance and operations in a school district or private business, or similar experience in building construction and repair
- Possess a valid California Bus Driver License (Class B) with P Endorsement (Passenger Endorsement)

Knowledge and Ability

1. Knowledge of tools, materials, working practices and methods of the building trades
2. Ability to plan and supervise a preventative maintenance program, materials and equipment and working procedures required in the daily cleaning and upkeep of school buildings
3. Ability to train and supervise personnel
4. Ability to prepare estimates of materials and labor costs of maintenance of replacement projects, landscaping, plant propagation, soils, insecticides and garden tools
5. Knowledge of laws effecting construction of school buildings including OSHA standards and building codes, ordinances and other safety regulations
6. Ability to plan and supervise the work of others and to develop and maintain cooperative working relations with those contracted in the course of the work
7. Ability to carry out written and oral instructions, read and interpret building plans and the ability to supervise building, remodeling, or repair of structures and equipment
8. Ability in using hand and power tools
9. Ability to prepare and present oral and written reports
10. Ability to deal with vendors, knowledge of equipment, supplies and their source
11. Ability to drive a car
12. Knowledge of effective supervisory techniques including work assignment and delegation, performance evaluation, training and motivation
13. Ability to analyze problems, identify solutions and implement recommendations in support of goals
14. Ability to read, understand and interpret drawings, plans, blueprints and specifications for building and grounds projects
15. Ability to operate a computer, tablet and work with standard computer operating system and software necessary for proper execution of duties
16. Knowledge and experience in the management and evaluation of employees

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Essential Functions of this position, which may change or evolve in the future, are but not limited to the following:

1. Plan, organize, control and direct operations and activities involved in the inspection, cleaning, construction, maintenance and repair of District buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.
2. Plan and lead the Board Facilities Sub-Committee meeting
3. Plan, organize, control and direct transportation operations and activities to assure safe, efficient and timely student transportation to and from school; direct the scheduling of pupil transportation to and from school, sports events and field trips; assure proper development, arrangement and adjustment of bus routes and stops to meet student needs
4. Direct and participate in the preparation and maintenance of a variety of records and reports related to projects, safety, personnel, budgets, deferred maintenance, repairs and assigned activities
5. Supervises the management of facilities, grounds, transportation, maintenance, custodial and warehouse
6. Provides in-service training of employees as to techniques, procedures, proper use of equipment, achieving maximum standard of performance
7. Supervises and evaluates assigned classified staff
8. Prepares cost estimates and checks against actual costs after completion
9. Prepares specifications for materials to be used and inspecting work done for compliance with standards established, whether done by staff personnel or by contracted services
10. Maintains complete records and maps of utility systems and changes made in systems
11. Maintains a complete and balanced program of preventative maintenance
12. Maintains job cost records for analysis and determines efficiency and economical procedures
13. Supervises and assist the custodial staff in achieving safety, cleanliness, and neatness standards
14. Trains personnel as to techniques, procedures, proper use of equipment and standards
15. Maintains program of public relations and employee morale
16. Schedules summer and local holiday work
17. Plan, evaluate and initiate programs to meet the current and future facilities needs of the district
18. Assists in development, coordination and implementation of the District's Master Facility Plan
19. Implements Williams Act standards – maintaining school facilities in clean, safe, and good repair
20. Participate in the planning, development, scheduling, design and implementation of construction and renovation projects; develop related plans and specifications; coordinate construction projects with architects, Board members, staff administrators, vendors, outside contractors and others
21. Assist with architect's and consultant's work including preparation of RFP's assisting in their selection, managing contracts, invoicing, review, approvals, processing request for additional services, etc.
22. Communication with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns
23. Perform related duties as assigned that support the overall objective of the position

Physical Requirement of this position are, but not limited to, the following:

1. Mental acuity to supervise the maintenance, operation and transportation department interpret and implement rules relating to this program, make policy decisions, evaluate results and make determinations relative to the effective performance of the tasks
2. Ability to sit at a desk, conference table or in meeting rooms of various configurations for extended periods of time
3. Ability to see and read, with or without vision aids, state regulations, rules and policies and other printed material
4. Ability to hear and understand speech at normal room levels and to hear and understand speech on the telephone
5. Manual dexterity to operate a telephone and enter data into a computer

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6. Ability to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings
7. Physical agility to lift, bend, climb, stoop, and to reach overhead
8. Ability to drive a car and other various equipment within the scope of maintenance, operations and transportation within the District. (incumbent must be insurable at the “standard rate” by the employer’s insurance carrier at all times while employed with CUSD. This position requires the incumbent to enroll in the DMV Government Employer Pull Notice at time of hire).

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job

Classified Management Exempt Position; Full Time 12-Months (260 days per year)

Classified Management Salary Schedule – Range 8