



DIRECTOR OF MAINTENANCE & OPERATIONS

Classification: Director III

Location: District Office

Reports to: Chief Operating Officer

FLSA Status: Exempt (Executive)

Employee Group: Executive/Managerial

The job description does not constitute an employment agreement between the district and employee and is subject to change by the district as its needs and job requirements change.

Part I: Position Summary

Provides management, administration, and supervision of the District's community services, safety and security programs, facilities, and grounds maintenance programs, including maintenance, custodial, refuse, mail service, and vehicle and equipment maintenance.

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the Chief Operating Officer. Responsible for results in terms of effectiveness of planning, policies, and programs and for contribution to and achievement of district goals and objectives. Work is guided by, and must be in compliance with, federal and state law, policy direction of the School Board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

Program Administration:

1. Plans, organizes, supervises, and evaluates facilities maintenance and operation programs and staff. Establishes program expectations and performance requirements in terms of reliability, quality, service, and timelines.
2. Develops, administers, and monitors the maintenance and operations budget. Prepares and defends budget requirements. Assures proper accounting and fiscal management for the program. Reviews and analyzes financial reports to stay abreast of budget performance and to identify and take action to program/reprogram funds and financial priorities when necessary. Develops budget adjustment strategies to meet emergency and unexpected maintenance needs.
3. Coordinates with local and state agencies to ensure compliance with regulatory and statutory requirements, codes, and industry standards.
4. Develop policies and processes to ensure a safe working environment and safe work practices. Provide staff training in safety procedures and practices. Inspect work in progress to assure safety compliance.
5. Assists and supports the District's security, operations, and emergency plans.

Program Leadership: Assists and supports the Chief Operating Officer in the following:

1. **Planning and Programming:** Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs. Develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Financial Management and Strategic Planning:** Administers programs within approved budget parameters, including allocating staff resources. Maintains and evaluates financial reports.
3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and ensure the effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the department's goals and serve the overall needs of employees, managers, and the organization.
4. **Labor Relations:** Participates in the collective bargaining process, including identifying and researching bargaining issues related to assigned functions. Assists in developing bargaining proposals and bargaining positions related to assigned program areas.
5. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff, assuring that they possess and practice the values necessary to achieve the level of program delivery and customer service essential to a highly effective organization. Assesses, evaluates, and provides training and professional development for subordinate staff. Creates, communicates, and coordinates processes that ensure all staff members are timely and effectively informed of department policies, issues, and guidance their programs are expected to support. Establishes an environment in which all staff members are comfortable and forthcoming in sharing their ideas, needs, and concerns.
6. **Program Evaluation, Analysis, and Feedback:** Administers a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participates in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the department's mission and to identify problem areas, areas of high success, and areas in need of change. Prepare structured presentations for the superintendent to share the program evaluation results.
7. Serves as a first responder in emergency situations.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Master's Degree or equivalent in assigned or closely related areas of study.
3. Minimum of five years of program management or leadership experience.



DIRECTOR OF MAINTENANCE & OPERATIONS

4. Skills in maintenance and operations planning, administration, and management.
5. Strong analytical and problem-solving skills, and understanding of client-centered support and services.
6. Excellent oral, written, presentation, and interpersonal communication skills.
7. Ability to work both independently and cooperatively.
8. Ability to organize work, set priorities, and meet deadlines. Ability to establish effective working relationships at all levels of the organization.
9. Ability to remain calm, deliberate, and tactful in stressful and emotional situations.

Part V: Desired Qualifications

1. Executive-level experience in public education.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak.

The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee may sit or stand for longer than 2 hours at a time, lift objects repeatedly, and undertake repeated motions.