



DIRECTOR OF MAINTENANCE & OPERATIONS

Classification: Director III

Location: District Office

Reports to: Executive Director of Facilities & Operations

FLSA Status: Exempt

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 the needs of the district and requirements of the job change.

Part I: Position Summary

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

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the Executive Director. 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 assure compliance with regulatory and statutory requirements, codes, and industry standards.
4. Develops policies and processes to ensure a safe working environment and safe work practices. Provides for staff training in safety procedures and practices. Inspects work in progress to assure safety compliance.
5. Coordinates and prepares the District's security plan and operations, and emergency plans and emergency operations center.



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Program Leadership: Assists and supports the Executive Director 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 allocation of staff resources. Maintains and evaluates financial reports.
3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and managers and the organization.
4. **Labor Relations:** May participate in the collective bargaining process to include 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 achieving the level of program delivery and customer service that is essential to a highly effective organization. Assesses, evaluates, and provides training and professional development for subordinate staff. Creates, communicates and coordinates processes that assures all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
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 mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to 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.



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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 must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential 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, may lift objects repeatedly, and may undertake repeated motions.