



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

February 2014

Director of Maintenance, Operations, Facilities, and Transportation

Definition

Under administrative direction, plans, organizes, coordinates, and directs the maintenance, custodial, transportation, and groundskeeping operations of the District; supervises, trains, and evaluates staff; coordinates the construction and maintenance work of outside contractors; and performs other related work as required.

Essential Duties and Responsibilities

- Plans, organizes, coordinates, and directs the construction, maintenance, grounds keeping, and custodial functions of the District;
- Supervises and confers with supervisors and trains personnel regarding methods and procedures of work, supplies, equipment requirements, and operational priorities of work;
- Plans, inspects, and coordinates the facilities, custodial, and related maintenance needs necessary to carry out Districtwide building care, cleaning, and operations standards; acts as coordinator and consultant to site administrators, head custodians, and appropriate maintenance and grounds staff;
- Maintains and administers the District's school size/custodial ratio criterion; assists site administrators by recommending cleaning schedules, routines, and workloads;
- Inspects school plans for needed repairs on a continual basis;
- Recommends, develops, and implements Districtwide programs related to employee and student safety;
- Serves as chair of the District Safety Committee and directs development and implementation of safety programs, including the Injury and Illness Prevention Program;
- Serves as the District's disaster preparedness coordinator;
- Identifies safety issues and advises District and site administration on appropriate remediation;
- Directs the operation of the District student transportation department;
- Assists in solving personnel and technical problems and in determining personnel and materials requirements;
- Confers with District administrators regarding priorities and conflicts pertaining to the above-mentioned activities on District facilities, grounds, and related equipment and machinery;
- Prepares requisitions for materials to expedite various jobs;
- Develops plans, sketches, cost estimates, specifications, and work schedules;
- Inspects all District properties for fire, safety, and health hazards;
- Supervises, trains, and evaluates staff;
- Inspects all major maintenance and groundskeeping work within the District;
- Coordinates work and prepares cost estimates for construction and maintenance work performed by outside contractors;

Director of Maintenance, Operations, Facilities, and Transportation - contd.

- Develops tentative budget proposals for maintenance and operations;
- Establishes and oversees a comprehensive program of preventive maintenance and energy conservation;
- Plans and conducts or arranges for inservice training programs;
- Prepares incident reports and conducts accident investigations;
- Consults and advises in regard to alteration of existing structures;
- Prepares and presents required reports;
- Directs departmental recordkeeping activities;
- Serves on District committees as assigned.

Required Qualifications

- Possession of a valid California driver's license;
- Insurability with District carrier and a driving record acceptable to District administration;
- Regular attendance at the workplace is an essential function of this position.

Education:

- High school diploma or equivalent.
- Completed college-level or trade school courses in supervision, management and applicable technical maintenance, trades, and operations areas.

Training and Experience

- Five years of increasingly responsible experience in building construction and maintenance work, preferably in a community college or school district setting; and including at least three years in a supervisory capacity; or
- Any combination of education, experience, and training that provides the required knowledge and abilities to perform the essential job functions.

Knowledge of:

- Safety requirements for maintenance and operation of District buildings, grounds, and equipment;
- Methods, practices, equipment, and supplies used in the maintenance, repair, and operation of buildings and grounds;
- Laws and regulations pertaining to the construction and repair of buildings;
- Principles of organization and departmental management;
- Principles of supervision, training, and effective personnel management;
- Budgetary and recordkeeping practices;
- Energy conservation programs and practices;
- Proper use, storage, and disposal of hazardous chemicals and waste, including federal, state, and local regulations;
- Laws, rules, regulations, and guidelines governing school and workplace safety;

Director of Maintenance, Operations, Facilities, and Transportation - contd.

- Laws, rules, and guidelines, governing student transportation, including transportation of special-needs students;
- Policies and procedures concerning time lines and routing of school buses.

Ability to:

- Plan, organize, coordinate, and direct the maintenance, custodial, and groundskeeping operations of the District;
- Supervise, train, and evaluate staff;
- Coordinate the work of outside contractors and consultants;
- Provide technical advice and recommendations on maintenance and operation activities;
- Estimate costs of building repairs, alterations, and maintenance work, and prepare accurate budget estimates;
- Interpret building plans and specifications;
- Prepare oral and written reports;
- Keep accurate records;
- Plan, organize, and direct staff on laws, rules, and regulations for handling, storage, and disposal of toxic and hazardous materials and waste;
- Establish and maintain cooperative working relationships;
- Ensure compliance with District policies, practices, and collective bargaining agreements.

This position will be paid on the appropriate step of the Classified Management salary schedule:

- Range 100I
- 12 months