



May 2004

MAINTENANCE, OPERATIONS & TRANSPORTATION MANAGER

BASIC FUNCTION:

Under general direction of a department Director, plan and coordinate the department operations for maintenance, custodial, grounds, energy management, transportation, vehicle maintenance and/or repair of school facilities; supervises maintenance, operations and/or transportation personnel; and performs other related duties as required.

REPRESENTATIVE DUTIES:

Essential Duties:

Hires, trains, supervise and evaluates a variety of maintenance, operations, and/or transportation staff; reviews estimated costs of repair projects concerning labor and material; confers with and directs maintenance, operations, and/or transportation supervisory personnel relative to the District maintenance programs, methods and procedures of work, supply and equipment requirements, and operational problems and conflicts; assists in the preparation of specifications for bids; coordinates the inspection of school facilities to carry out the District's energy management and maintenance program; coordinates the District-wide custodial cleaning program; reviews and recommends annual purchase requests for maintenance, operations, and/or transportation supplies, materials and equipment; assists in the coordination of school facility planning and construction; maintains a variety of records and prepares reports; reviews the maintenance, operations, and/or transportation budget prepared by supervisory personnel and prepares the proposed budget requests for the departments; acts as inspector on appropriate jobs; coordinates the District-wide energy management program; attends energy and EPA seminars; determines future requirements of personnel, supplies and material; responds to District-wide emergency calls; assists State inspector as needed; attend and participate in workshops, in-services and special events;

Other Duties:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Methods, materials and equipment used in the various crafts, custodial and grounds maintenance of school buildings, facilities and grounds areas, including carpentry, plumbing, painting, electrical and housekeeping work;
Building construction and housekeeping practices;
Laws and rules and regulations affecting the construction and repair of school buildings;
Principles of organization and supervision;
Training requirements of Federal regulations governing the handling of asbestos containing building materials (ACBM);
Hazardous waste requirements;
Energy control strategies;
OSHA regulations.

Ability of:

Plan and coordinate the work involved in maintaining school facilities;
Estimate accurately costs of maintenance, repair and construction work;
Prepare and read blueprints and sketches;
Plan, coordinate and supervise the work of supervisory and other personnel;
Maintain accurate maintenance activities and budgetary expenditures
Understand and carry out oral and written instructions;
Establish and maintain cooperative working relationships;
Quickly learn and apply District policies, rules, regulations, procedures and collective bargaining agreement;
Keep current on EPA/OSHA regulations;
Operate a computer, calculator, transit, light meters, etc.;
Perform basic arithmetic;
Prepare reports;
Maintain a variety of records;
Prepare bid specifications;
Communicate effectively.

RECOMMENDED EDUCATION AND EXPERIENCE:

Any combination of training and experience which would indicate possession of the knowledge, skills, and abilities listed herein. An example is:

Four years of experience performing skilled work in one or more of the building trades, including two years in a supervisory capacity supplemented by course work or training in supervision or in one or more of the building trades, landscape gardening, building custodial operations, transportation or related field. Previous work experience in a public school setting is highly desirable.

Some college level, trade school and/or professional level coursework in supervision, management and applicable technical maintenance, trades and operations areas is required. An Associate's Degree or better is desirable.

WORKING CONDITIONS:

Environment:

Employees in this classification work inside and outside, in changing temperatures sometimes over 90 degrees in dry atmospheric conditions, in high places, with fumes, chemicals, and odors, with moving vehicles, in direct contact with public, students, and other District staff, without direct supervision, with high volumes and tight deadlines, and over 40 hours per week.

Physical Demands:

Employees in this classification stand, walk, sit, lift and carry up to 100 lbs. with assistance, carry, push, pull, climb stairs, maintain balance, stoop, crawl, bend repeatedly, reach overhead, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands and/or both legs simultaneously, have rapid mental/muscular coordination, speak clearly, hear normal voice conversation, have depth perception, color vision and distinguish shades, see small details, have normal or correctable farsightedness, operate motorized equipment, drive a vehicle, use a computer and a telephone.

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

- Range 213X
- 12 months