

DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION
CONFIDENTIAL

DEFINITION

The Director is responsible for the development of current and future facilities, and construction. He/she is also responsible for organizing, planning, and coordinating the functions of facility maintenance operations, grounds keeping, and transportation. The Director is required to develop detailed in-service programs for maintenance, grounds, and custodial personnel. The Director must develop and maintain good human relations and communications.

DISTINGUISHING CHARACTERISTICS

This position is typically assigned to the daytime shift and works under general supervision of the Superintendent. In addition to work assigned that requires the incumbent to perform journeymen level work in one or more trade areas.

EXAMPLES OF DUTIES

1. Represents the District on related planning issues with the Kern County Superintendent of Schools, State Department of Education, Office of the DSA, Federal and other appropriate agencies.
2. Serves as a member of the Superintendent's management team.
3. In conjunction with other managers, develops short and long range plans for school housing needs by taking into consideration program requirements, enrollment projections, and alternative uses for school sites and facilities.
4. Is responsible for working with the architects on the development of educational specifications for all construction. This effort will be coordinated with administrators, teachers, classified personnel, school site council, students and other concerned parties.
5. Provides leadership and detailed direction in a property management program to include inventory of existing facilities and maintenance and updating of site plans. In conjunction with district management team develops five year deferred maintenance plan.
6. Coordinates and directs the construction program of the District, including preparation of comprehensive contractual documents in compliance with all local, state, and federal regulations with particular emphasis on Titles 21 and 24.
7. In conjunction with other managers, prepares and files reports with government and private agencies as required. Such as environmental reporting requirements.
8. Directs and coordinates the District's energy conservation programs and safety committees.
9. Directs the maintenance of all school district buildings and grounds.
10. Serves as District liaison with community volunteer groups on building and grounds projects.
11. Monitors in conjunction with MOT Coordinator an in-service program for maintenance classified personnel.
12. Monitors all facets of the transportation program.
13. Approves planned in service and training schedule for classified employees.
14. Prepare estimates of the material and labor costs of maintenance projects and equipment.
15. Serves as District Liaison with the Kern County Emergency Services-Disaster Preparedness Department. Plans and coordinates related District drills and activities.
16. Provides response to emergency callouts on fire, freeze, security and others as required.
17. Monitors an inventory of equipment & supplies and projects a replacement schedule and associated costs.
18. In conjunction with business manager develop an operational budget for maintenance, operations and transportation.

PERSONNEL

DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION (continued)

QUALIFICATIONS:

A minimum of five years of progressively responsible experience in fields related to facilities planning, maintenance, grounds and transportation.

Knowledge of:

- Legal codes, titles, and requirements affecting educational facilities and transportation
- Sound administrative principles, particularly in the area of personnel practices.
- Understanding of Business Service functions.
- Facility planning regulations and practices.
- Maintenance and transportation procedures and practices
- Ability to plan, organize, implement, and evaluate support service activities with a high degree of professionalism in a district wide setting.
- Public works bidding legal requirements and practices.

Ability to:

- | | | | |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
-
- 2 a. Ability to sit for extended periods of time.
 - 4 b. Ability to stand for extended periods of time and ascend and descend steps.
 - 3 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
 - 4 d. Ability to hear and understand speech at normal levels.
 - 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
 - 3 f. Ability to bend and twist, kneel and stoop.
 - 2 g. Ability to lift 100 lbs.
 - 2 h. Ability to carry 75 lbs.
 - 3 i. Ability to reach all directions.

Experience:

Three years of skilled and increasingly responsible experience in building construction or maintenance work.

Education:

Equivalent to completion of the twelfth grade. (Additional no supervisory qualifying experience may be substituted for the required education on a year-for-year basis).