

## MAINTENANCE &amp; OPERATIONS MANAGER

## CONFIDENTIAL

## BASIC FUNCTION:

Under the general supervision of the MOT Coordinator, responsible for and participate fully in keeping the elementary and middle school facilities in safe working order; to supervise, evaluate, coordinate and direct MOT staff; to perform a variety of unskilled and semi-skilled maintenance, repair and construction task in the various building trades; and to do related work as required, to operate a school bus as assigned over designated routes in transporting students, and to do related work as required. The MOT Manager reports directly to the MOT Coordinator.

## DISTINGUISHING CHARACTERISTICS

This position works under the general supervision of the Coordinator of facilities maintenance operations and transportation.

## EXAMPLES OF DUTIES

1. Train new and arrange for continued training of MOT staff
2. Supervise and coordinate activities of assigned MOT staff
3. Prepare written evaluations of MOT staff.
4. Direct and assign work to MOT staff.
5. Review and approval of absence and leave requests of MOT staff.
6. Administer District policy with regard to MOT staff.
7. Confer and coordinate with school administrators regarding MOT issues and requests.
8. Responsible for maintaining maintenance, inventory, stock and supplies and associated MSDS sheets
9. Makes provision for pupil emergencies when requested.
10. Keeps records up to date and in compliance with State requirements.
11. Supervise, prioritize and direct installation, repair, and maintenance of gas and water lines.
12. Schedules work orders and processes work orders upon completion of requested servicing
13. Performs other related duties as assigned.
14. Assist with safety and state required plans, reports.
15. Inspects, services and replacements to hot water heaters and air conditioners
16. Monitors a variety of equipment gauges, valves, belts, etc.
17. Operates and maintains a variety of equipment and tools needed to perform repair work including pumps and generators.
18. Oversee routine maintenance of facilities, vehicles and equipment.
19. Assists Network Engineer in installing and repair of technology equipment.
20. Drive bus in emergency situations when classified members are not available

## LICENSE AND CERTIFICATES REQUIRED

A valid, appropriate California Class II driver's license, successful completion of the examination for school bus drivers given by the California Highway Patrol, and a standard Red Cross First Aid Certificate, (within 1 year of effective start date of employment) Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

## DESIRABLE QUALIFICATIONS

## Knowledge of:

- Basic cleaning methods and the use and care of cleaning materials and equipment;
- Safe driving practices; Provisions of the California Motor Vehicle Code and the Education Code applicable to the operation of vehicles in the transportation of school children.
- Use and knowledge of safety requirements for hazardous materials and related data sheets.
- Contractor experience.
- Read, understand and implement construction drawings.
- Computer skills, i.e. emails, research, run programs, Air Control, Aeries, Excel, Microsoft Word, etc.
- Understand and manipulates and modify EMS and HVAC controls
- Methods used in maintenance including basic knowledge of the following trades: carpentry, plumbing, glass replacement, painting, masonry, ground keeping, appliance repair, and electrical wiring; maintenance of hand tools and gas-powered equipment; Standard practices and tool used in the maintenance and repair of building facilities. Safety practices and procedures related to the building trade.
- Heating/cooling systems: HVAC equipment, boiler, chiller, hot water heater systems.
- Installation of equipment and fixtures using on-site personnel when applicable. Best practices for supervision, training and assignment of personnel.

MAINTENANCE & OPERATIONS MANAGER (continued)

Ability to:

1. Plan, organize, implement, and evaluate support services.
2. Evaluate work performance of MOT staff.
3. Train, direct and supervise MOT staff.
4. Quickly learn the schedules, procedures and full use of equipment and supplies used in custodial work.
5. Understand and carry out oral and written directions.
6. Perform manual labor.
7. Drive a school bus and other automotive equipment safely and efficiently.
8. Maintain order among children on a school bus.
9. Knowledge of custodial procedures and practices.
10. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

- |               |                        |                  |                        |
|---------------|------------------------|------------------|------------------------|
| 1. Seldom     | = Less than 25 percent | 3. Often         | = 51-75 percent        |
| 2. Occasional | = 25-50 percent        | 4. Very Frequent | = 76 percent and above |

- 4 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 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.
- 4 f. Ability to bend and twist, kneel and stoop.
- 3 g. Ability to lift 50 lbs.
- 3 h. Ability to carry 50 lbs.
- 3 i. Ability to reach all directions.

Experience:

1. Work experience involving the performance of duties similar to those listed above.
2. One year of experience in the operation of a bus or heavy motor vehicle or substitute bus driver training course.
3. Construction: reading of Plans evaluation of bids.
4. Supervisory experience and increasingly responsible MOT experience desirable
5. Experience in a public school district is desirable.

Education:

Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

ADOPTED: 6/10/2015