

TITLE OF POSITION

Director of Maintenance, Operations and Transportation

DEFINITION

Under administrative direction, plans, coordinates, and supervises the maintenance, custodial, grounds, gardening, transportation, and security activities of the district; prepares specifications for maintenance/construction contracts and inspects or supervises their inspection; and performs related duties and responsibilities as required.

EXAMPLES OF DUTIES

Plans the operation of all M.O.T. activities, including projecting budget, equipment, material, and personnel requirements; coordinates all activities by receiving work requests from school and district administrators, conferring with them on their requirements, determining priorities, and assigning to proper section, crew, or unit; maintains regular communications with schools and offices to anticipate needs, expedite rush or emergency requests, and regularly advise on timing and completion; reconciles problems to keep complaints to a minimum; recommends personnel, procedural, and policy changes affecting these activities; supervises activities by making and reviewing cost estimates for construction and repair work; regularly checks on schedules, completeness, quality, and efficiency of all operations; makes spot checks and audits of work in progress; prepares cost estimates and specifications for painting, roofing, paving, fencing, and other maintenance or construction projects; inspects or supervises inspector making all contract and construction inspections to insure compliance with specifications and State law; coordinates all contract projects with school and district needs; operates department within approved budget; devises cost-saving methods; prepares regular reports on activities; prepares special reports on incidents, problems, and recommendations; consults and advises administration in regard to new buildings and alterations; reports to the district Superintendent and supervises personnel engaged in maintenance, custodian and security, grounds, transportation, and vehicle repair activities; assists in screening and selecting new employees; regularly evaluates employees. The district operates under the policy of central leadership, which places full responsibility in this position for all these activities serving all schools and district offices. This responsibility, therefore, requires effective cooperation, communications, and personal relationships with school principals in developing efficient plans and schedules, in handling requests, balancing priorities, and ameliorating conflicts or complaints.

MINIMUM QUALIFICATIONSTraining and Experience

Equivalent to: graduation from high school, supplemented by formal training in construction and maintenance methods, management, and supervision; and extensive and varied experience in maintenance, repair, and operating services for large commercial or public buildings and facilities, at least six years of which have been at a responsible supervisory level.

Director of Maintenance, Operations, and Transportation - continued

Knowledges and Abilities

Thorough knowledge of: methods, equipment, and materials used in the building and construction trades on commercial and residential construction; maintenance of office, shop, construction, and related equipment; laws affecting the construction and repair of school buildings, structures, and controlling expenditures; personnel management, supervision, and training; record-keeping, costing, and reporting.

Familiarity with: custodial, grounds, and transportation methods, operations, and activities; school district organization and objectives.

Ability to: plan, organize, and schedule a volume of work activities; supervise, motivate, and discipline personnel; confer with school and district administrators regarding objectives, services, and programs; plan and control expenditures; evaluate accomplishments; coordinate activities in emergencies; supervise office, record, and reporting activities; prepare and interpret plans specifications; estimate project costs; carry out policies effectively.

Licenses

A valid California motor vehicle operator's license.

Workyear

225 workdays per year, 12 pay periods