

*Culver City Unified School District is committed to centering diversity, equity, and inclusion, not only in our educational practices - but as a fundamental key to our hiring processes. Successful candidates will demonstrate an ability to work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.*

## **CULVER CITY UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DIRECTOR OF MAINTENANCE, OPERATIONS AND TRANSPORTATION**

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent of Business Services, the Director of Maintenance, Operations, and Transportation will plan, organize, coordinate and direct the District's facilities maintenance, operations, grounds and transportation functions; prepare specifications for maintenance/construction contracts and inspect or oversee the inspection of such projects; assure efficient and cost-effective departmental operations; and supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

##### **The Director of MOT will:**

Organize, coordinate and direct activities related to the facilities maintenance, operations, grounds and transportation functions to assure economy, safety, effective communications, efficient use of equipment and supplies and appropriate appearance and condition of buildings, grounds and vehicles.

Confer with and direct maintenance, custodial, grounds keeping and transportation personnel regarding methods and procedures of work, supply and equipment requirements and operational problems and conflicts; assist with and resolve problems and determine requirements of personnel and materials.

Plan, coordinate and manage the activities of the District's transportation department including vehicle maintenance activities; monitor the dispatch and movement of bus fleet to assure timely pick up and delivery of students; oversee and approve bus routing and schedules, including regular and special education students; coordinate transportation needs with District departments and make changes to routes as necessary.

Prepare and administer the departmental budget; monitor and control expenditures in accordance with established fiscal policies; administer other funding allocations for special projects.

Communicate with District and site administrators and personnel, regulatory agencies, architects, engineers, inspectors, contractors, vendors and others concerning facilities maintenance and operations services.

Supervise and evaluate the performance of assigned personnel; assist with screening and selecting new employees; recommend transfers, reassignment, termination and disciplinary actions; schedule, assign and inspect work; analyze staffing requirements and make recommendations; schedule and arrange training as needed.

Analyze, modify and modernize work methods and procedures to increase efficiency and cost-effectiveness.

Research, compile, analyze and interpret technical data related to large-scale maintenance and operations projects; estimate costs for labor and materials; prepare specifications for painting, roofing, paving, fencing and other maintenance or construction projects.

Ensure that all school facilities and environments comply with the Americans with Disabilities Act (ADA) and other relevant accessibility standards. Regularly assess and update facilities to meet accessibility requirements.

Conduct routine audits of school facilities to identify and address barriers to accessibility. Collaborate with relevant stakeholders to implement necessary modifications, ensuring a welcoming and inclusive environment for all individuals.

Prioritize projects that enhance the overall accessibility of school facilities. Promote environmentally responsible and sustainable practices.

Assists in meeting sustainability goals by way of establishing timelines and measurable outcomes, estimating required resources, and anticipating obstacles.

Assists in the integration of sustainable and environmentally responsible practices into project design and implantation.

Coordinate work requests, determine priorities and assign appropriate personnel to projects; expedite rush or emergency requests; consult and advise requestors in regard to alteration of existing structures; work with architects, school supervisors, and contractors on design and construction of school buildings to be remodeled, reviewing and assisting in making changes in plans and specifications.

Travel to various sites District-wide to inspect work in progress; assure proper time lines, quality, completeness and efficiency of operations; inspect or supervise inspectors making contract and construction inspections to assure compliance with specifications and State laws.

Attend and conduct a variety of meetings, conferences and training sessions related to assigned areas.

Strengthen collaboration across the county by establishing, developing and maintaining partnerships with government agencies and community organizations, and connect to related initiatives regionally and statewide.

Prepare and maintain required records, reports, files and lists related to assigned areas including bus usage, hazardous materials, incidences, recommendations, attendance and others as assigned; assure compliance with local, State and federal laws, rules and regulations as required.

Build upon existing tools and systems in place to improve sustainability actions.

Operate a computer and standard office equipment; operate various vehicles, heavy equipment and construction tools.

Work directly with people from diverse racial, ethnic, and socioeconomic backgrounds. Work with populations with multiple abilities.

Commit to implementing and maintaining best practices in equity, social justice, culturally relevant and restorative pedagogies and practices.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Facilities maintenance and operations requirements for a large, multi-site organization.

Building Codes, materials, techniques and costs related to construction and building maintenance.

Laws, rules, regulations and guidelines governing student transportation.

School transportation operations involving the use of a large number and variety of automotive vehicles.

Policies and procedures concerning time lines and routing of buses.

Deferred maintenance regulations, procedures and requirements.

Requirements of a variety of training programs.

Principles of efficient and economical bus routing techniques and scheduling of employees.

Cleaning materials, solutions, equipment and tools.

Hazardous chemicals and waste disposal methods.

Deferred maintenance regulations, procedures and requirements.

Methods, practices, terminology and procedures used in the skilled trades.

Financial and statistical record-keeping techniques.

Budgeting methods and practices.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

Principles and practices of administration, supervision and training.

Health and safety regulations.

Evidence of leadership in the areas of equity, social justice, cultural relevance, and restorative practices.

Excellent written and verbal communication skills, particularly across cultural groups.

**ABILITY TO:**

- Plan, organize, coordinate and direct the care, cleaning and maintenance of District grounds, buildings and facilities.
- Develop and implement comprehensive cleaning, grounds and maintenance projects.
- Organize, coordinate, direct and implement an efficient student transportation system.
- Plan, organize, coordinate and direct the District's transportation program.
- Plan and direct training programs.
- Plan and approve transportation routes and bus stops.
- Assure department meets legal requirements concerning student transportation.
- Analyze work methods, schedules, equipment and staffing levels to increase division efficiency.
- Prepare, monitor and control the division budget.
- Plan and organize work.
- Supervise and evaluate the performance of assigned personnel.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Assure compliance with safety practices and various code requirements.
- Support students and a willingness to work collaboratively and independently in a diverse environment committed to equity, justice and students' social emotional wellness.
- Work with all constituents and possess proven commitment to and experience in working in a diverse, multicultural environment.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in construction, business administration or related field and seven years of increasingly responsible experience in building operations or maintenance, including three years experience in a supervisory capacity. Experience with diversity, equity, justice and inclusion. Bilingual preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor, outdoor, and office environment.
- Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

- Hearing and speaking to exchange information and make presentations.
- Seeing to inspect various projects.
- Dexterity of hands and fingers to operate a computer keyboard.
- Walking during inspections and construction visits.
- Sitting or standing for extended periods of time.

**HAZARDS:**

Exposure to hazardous materials and chemicals.

Working around and with machinery having moving parts.

Typical District and School hazards.