



Job Description

Title: Director-Maintenance, Operations & Transportation	FLSA Status: Exempt	Created:
Supervisor: Assistant Superintendent-Business	Supervises: MOT staff	Revised:
Department: MOT	Bargaining Unit: Classified Mgmt	Approved:

JOB SUMMARY:

Under the direction of Assistant Superintendent-Business, plan, organize, control and direct the operations and services of the Maintenance, Operations & Transportation Department which includes new construction, grounds development and maintenance; coordinate and supervise maintenance operations, grounds keeping, and custodial services in schools and related facilities; oversee and supervise the Transportation department operations; monitor and is responsible for the Supervisor of Custodial Services; facilitate safety, security and energy conservation programs; supervise and evaluate the performance of assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, control and direct the operations and services of the Maintenance, Operations & Transportation Department which includes new construction, grounds development and maintenance; coordinate and supervise maintenance operations, grounds keeping, and custodial services in schools and related facilities; develop and implement policies and programs for both immediate and long-range department functions.
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; prioritize and assign duties and responsibilities to subordinates; inspect completed work; review and evaluate department effectiveness and productivity.
- Oversee the maintenance and construction of school plants, special projects and equipment.
- Oversee the coordination of Bond work done throughout the district; manage contracts and construction projects.
- Direct the successful administration of the District's security and employment safety programs.
- Create plans for landscaping, planting, beautification projects and maintenance of the District's grounds, instructs and assists in propagation and cultivation work required for the various plants.
- Inspect grounds and facilities for needed maintenance care.
- Provide technical expertise, information and assistance to the Assistant Superintendent-Business regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Monitor energy management systems and make necessary adjustments.
- Plan, organize, develop, implement and maintain departmental goals, objectives, policies and procedures; work directly with departmental personnel in the development and interpretation of department policies; review and evaluate work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensure that goals are achieved.
- Develop cost estimates and prepare requisitions necessary equipment, vehicles, materials and supplies.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel, vendors, governmental agencies, the public and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; respond to and resolve sensitive and complex department inquiries, issues and complaints.
- Collaborate and confer with architects, inspectors and the California Division of the State Architect (DSA).
- Develop and prepare the annual preliminary budget for the Maintenance, Operations & Transportation Department; ensure the cost effectiveness of departmental operations; analyze and review budgetary and financial data; prepare

forecasts of necessary funds for staffing, materials and supplies; control and authorize expenditures in accordance with established limitations.

- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Attend and conduct a variety of meetings as assigned; serve on various committees as assigned.
- Develop and make presentations to the Governing Board; confer with school personnel, employee representatives, governmental agencies and the general public relative to maintenance, operations, transportation and activities.
- Answer all emergency calls 24 hours a day, 7 days a week and take appropriate actions to protect and preserve property.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Planning, organization and direction of MOT services and operations.
- Budget preparation and methods of cost and material control.
- Applicable laws, rules and regulations regarding maintenance, construction, student transportation and related activities.
- Principles and practices of administration, supervision and training.
- Methods, supplies and equipment used in building maintenance, transportation and custodial work.
- Building construction planning and development.
- Tools and equipment used in the repair and maintenance of motorized equipment.
- Progressive practices and an awareness of issues which relate to school building construction, maintenance, operations.
- Read, interpret and understand plans, blue prints, sketches, specifications and diagrams of MOT work.
- Environmental, health and safety issues and regulations related to employees, buildings and property.
- Oral and written communication skills.
- Organizational planning, research design and analysis.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Skills/Ability to:

- Plan, organize, control and direct the maintenance, operations and transportation (MOT) services of the school district.
- Manage the grounds, custodial, skilled maintenance, automotive shop, transportation and other MOT functions.
- Participate in various construction planning and development activities.
- Train, supervise and evaluate the performance of assigned staff.
- Estimate materials and labor costs.
- Lay out, schedule, direct and control a diversified maintenance, operations and transportation program.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.

- Prepare comprehensive narrative and statistical reports.
- Attend and participate in community meetings and professional development trainings.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Associate degree in a related field or two years technical trade education and five years of experience in a combination of maintenance, operations and transportation activities in a large organization including two years in a supervisory capacity.

Licenses, Certifications and other Requirements:

- Valid California Class C Drivers' License.
- Valid & current pesticide applicator's license.

WORKING CONDITIONS:

Work Environment:

- Indoor/Outdoor environment.
- Driving a vehicle to conduct work.
- Noise from equipment operation.

Physical Demands:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate assigned tools and equipment.
- Seeing to evaluate needed repairs, safety issues and monitor work projects.
- Walking over rough or uneven surfaces.
- Standing and walking for extended periods of time to conduct inspections.
- Set-up and occasionally work from ladders/scaffolds.

Hazards:

- Working around and with machinery having moving parts.
- Exposure to potential hazards of inspecting construction sites.
- Potential exposure to hazardous substances and materials.
- Potential exposure to fumes/gases/odors
- Potential exposure to dust from sanders and blowers.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.