

MAINTENANCE AND OPERATIONS MANAGER**DEFINITION:**

Under the direction of the Assistant Superintendent of Operations, direct, plan, organize and supervise the maintenance and operations of the District's buildings, grounds, and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assume overall responsibility for maintaining the physical school facilities and grounds, and all District vehicles and maintenance equipment.
- Plan, supervise and direct the work of all maintenance and grounds personnel, and the District-level custodial personnel, working through the Field Supervisor, Maintenance and Operations. Provide technical direction and training support for all school-site custodial personnel who work directly for site administrators, working through the Field Supervisor.
- Manage the automated work order system, assign work priorities, direct the employment of short-term and long-term maintenance contracts with appropriate outside vendors, assign personnel as necessary, and enforce District rules and policies relating to Maintenance and Operations, working through the Operations Planning Technician.
- Recommend the employment, promotion, demotion, retention, recognition, discipline and dismissal of all Maintenance and Operations personnel. Provide advice and counsel to site administrators in these same areas for site custodial personnel matters, working through the Field Supervisor.
- Develop the annual Maintenance and Operations budget. Estimate costs and prepare plans and specifications for repairs, additions and alterations to facilities, grounds and equipment.
- Manage the District utilities services; develop, manage and adjust District utilities budgets throughout the year, in conjunction with the District Budget Analyst.
- Develop and manage the program for inspection of District facilities and grounds on a regular basis to determine maintenance and repair needs.
- Develop and manage the District Deferred Maintenance Program, and the District Playground Safety Program.
- Develop and direct the State-mandated Pest Management Program for all District sites, ensuring that the goal of Least-Toxic Pest Management practices is followed.
- Review new construction plans and modernization programs and prepare recommendations as to maintenance and operations implications.
- Plan and direct activities related to issues of environmental compliance and indoor air quality for all District facilities.
- Develop, direct and approve various reports, and furnish technical advice and information as needed.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

Methods, materials, and equipment used in maintenance, custodial, and grounds work; the requirements for maintaining school buildings, grounds, and equipment in a safe and orderly manner; state regulations and programs relating to the maintenance and operations of school sites; state regulations relating to pest management, playground safety, environmental compliance, and workplace safety and operations; the principles of effective personnel management, financial management, and organizational structure and behavior.

Ability to:

Plan, organize and direct a complex maintenance and operations work program; estimate labor and materials costs; prepare, direct, and interpret reports and other communications; read, interpret, and work from drawings, blueprints, and other construction and maintenance documents; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses, recommendations and conclusions; use sound judgment in interpreting and applying policies and procedures; collect and analyze data; manage, supervise, motivate and train personnel; establish and maintain effective working relationships

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

A Bachelor's degree from an accredited college or university. Master's degree preferred.

Physical Performance Requirements:

Must be able to visit and inspect buildings and grounds, and should be able to perform limited climbing, stooping and/or walking in the performance of routine facilities inspections.

Licenses:

Possession of a valid California Driver's License.

Board Approved: October 14, 1981

Revised: September 5, 1984

Revised: July 11, 1989

Revised: October 3, 1989

Revised: February 10, 1998 effective March 1, 1998

Revised: October 8, 2002