

**MANAGER OF MAINTENANCE, OPERATIONS AND CONSTRUCTION****DEFINITION:**

Under the general direction of the Director of Maintenance, Operations and Construction, supervise and support managers and coordinators in Maintenance, Operations and Construction and the District's Facility Master Plan; plan new schools, interim facilities programs, and remodeling/refurbishing of existing facilities, develop schedules for planning construction and closeout, supervise custodial, grounds, construction, and maintenance personnel; oversee the maintenance and operations of the District's buildings, grounds, and facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Implement the district-wide and site-by-site plan for facility needs.
- Oversee maintenance of the physical school facilities and grounds, and all District vehicles and maintenance equipment.
- Manage the District Facilities Master Plan; participate in appropriate planning committees related to school facilities; consult with District staff regarding construction planning, progress and funding; work with the administrators in evaluating existing facilities.
- Develop and expedite schedules for planning construction and closeout phases; establish and maintain systems for monitoring and reporting progress on construction, site improvement and remodeling projects; work with project architect to coordinate construction and the general administration of the construction contract.
- Supervise and evaluate all Maintenance, Operation and Construction supervisors.
- Oversee the work of all maintenance and grounds personnel, and the District-level custodial personnel. Provide direction and support for all school-site custodial personnel who work for site administrators.
- Oversee up-to-date comprehensive inventory and control of all record drawings for the District; ensure that as-built drawings are originated and become a supplement to the record drawings on all construction, site improvement or remodeling projects.
- Manage the development of new schools, interim facilities programs, facility utilization requirements, and remodeling/refurbishing of existing facilities.
- Oversee the acquisition and the installation of portable classrooms and portable buildings.
- Oversee the district's security systems at the district office and at school sites.
- Monitor compliance with state and other agency mandate regulations involving hazardous materials, CAL-OSHA, asbestos management, and the South Coast Air Quality Management District.
- 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.
- 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.
- Manage the program for inspection of District facilities and grounds on a regular basis to determine maintenance and repair needs.
- Oversee activities related to issues of environmental compliance and indoor air quality for facilities.
- Perform other duties as assigned.

**QUALIFICATIONS:**

**Knowledge of:**

Building codes, state regulations, and safety orders for school construction; environmental mandates; DSA inspection regulations; legal rights and responsibilities of the District under applicable state and federal law; general accounting practices; 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; any related computer software and programs.

**Ability to:**

Plan, organize and direct complex programs of facilities and planning; CEQA compliance, EIR preparation and review; read and interpret plans and specifications; communicate effectively both orally and in writing, including preparation and presentation of detailed, complex analyses; estimate labor and materials costs; 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.

**Ability to:**

Read and interpret blueprints, plans and specifications; detect by inspection deviations from plans and specifications and inferior materials and workmanship; maintain effective working relationships with those contacted in the course of work, including architects, consultants, contractors, and school officials; determine priorities and schedule, supervise, and coordinate the work of multiple building inspectors; maintain accurate records; prepare scheduled and special reports and analytical studies related to assigned activities; Interpret, apply and explain applicable laws, codes, rules and regulations; meet schedules and timelines; and communicate effectively orally and in writing.

**Experience:**

Four years of experience which has provided the applicant with the knowledge and abilities listed above.

**Education:**

Graduation from high school.

**Physical Performance Requirements:**

Frequent sitting, standing and walking, and must be able to visit and inspect buildings and grounds, and should be able to perform limited climbing, twisting, stooping and/or walking in the performance of routine facilities inspections. Lifting or moving objects, normally not exceeding 50 pounds, but occasionally up to 100 pounds.

**Licenses:**

Possession of a valid California Driver's License.

Board Approved: June 13, 2000

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Revised: April 6, 2004

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