

**ASSISTANT DIRECTOR, MAINTENANCE AND OPERATIONS****DEFINITION:**

Under the general direction of the Assistant Superintendent, Business Services, or their designee, the Assistant Director of Maintenance and Operations assumes a leadership role in overseeing the maintenance and operational activities of the District's buildings, facilities, and grounds department. This position involves managing maintenance personnel, developing budgets, and ensuring compliance with relevant regulations and safety standards.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and manage the annual Maintenance and Operations budget, estimating costs and preparing plans and specifications for repairs, additions, and alterations to facilities, grounds, and equipment.
- Plan, organize and manage the district's maintenance and operations functions, including, maintenance and repair, custodial and grounds functions; assist in analyzing, modifying and modernizing work methods and procedures to assure efficient and cost-effective departmental operations.
- 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, in collaboration with the Field Supervisors.
- Manage the automated work order system and assign work priorities; working in conjunction with the department determines the need for and oversee outside service contractors.
- Assist in the preparation of estimates, plans and specifications for bids and contracts for labor, materials and services; consult with and advise district administrators, site personnel, and contractors on the repair or alteration of district buildings and grounds.
- Recommend employment, promotion, demotion, retention, recognition, discipline, and dismissal of all Maintenance and Operations personnel, in consultation with the Supervisors
- Coordinate with other district departments and agencies for repairs resulting from vandalism and property loss claims.
- Manage District utilities services, develop budgets, and adjust utilities budgets throughout the year, in collaboration with the fiscal department.
- Coordinate with local governmental agencies for utilities connections and fire and emergency access permits, ensuring regulatory compliance.
- Develop and manage programs for inspection of District facilities and grounds on a regular basis to determine maintenance and repair needs, working closely with relevant staff members.
- Provide technical expertise, information and assistance to supervisor, regarding assigned functions; advise of unusual trends or problems and recommend appropriate corrective action; participate in developing policies, procedures and programs to assure an economical, safe and efficient work environment.
- Direct the District Deferred Maintenance Program, the District Playground Safety Program, and the State-mandated Pest Management Program for all District sites, ensuring compliance with regulations and best practices.
- Analyze project plans and make recommendations concerning work to be performed by outside firms; review project closeout documents, including operating manuals and warranty information and develop or update maintenance schedules; research, select and approve the purchasing of equipment and supplies within established limitations.
- Plan and direct activities related to issues of environmental compliance and indoor air quality for all District facilities, ensuring adherence to relevant regulations.
- Manage District emergency communications including radios and emergency systems.
- Assure the preparation and maintenance of required records, reports, files and lists as appropriate; assure compliance with local, state and federal laws, rules and regulations as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Respond to emergency calls as necessary.
- Other duties may be assigned.

**QUALIFICATIONS:**

Knowledge of:

Maintenance methods, materials, and equipment as well as state regulations and programs relating to maintenance and operations of school sites.

Ability to:

Plan, organize and direct complex programs of maintenance and operations; read and interpret plans and specifications; communicate effectively both orally and in writing, including preparation and presentation of detailed and complex analyses; estimate labor and materials costs; recommend and make 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:

Five years of management experience with a minimum of three years of relevant experience.

Education:

A bachelor's degree from an accredited college or university, preferred, or equivalent construction licenses and certifications.

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 of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than fifty pounds.

Licenses:

Possession of a valid and appropriate California Driver's License.

Board Approved: June 3, 2024